



Fondazzjoni għall-Opri Soċjali
fl-Arcidjoċesi ta' Malta

REFERENCE NUMBER: ESF.02.155/02

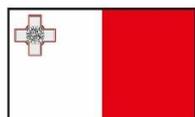
CALL FOR QUOTATION (CFQ) - SUPPLY OF MUSICAL INSTRUMENTS

This project is being financed through the European Structural and Investment Funds 2014-2020.

Date Published: 16/03/2022

Deadline for Submission: 06/04/2022 at 10:00am CET/CEST

Tender Opening: 06/04/2022 At 11:00am CET/CEST



Operational Programme II - European Structural and Investment Funds 2014-2020
"Investing in human capital to create more opportunities and promote the well-being of society"
Project part-financed by the European Social Fund
Co-financing rate: 80% European Union; 20% National Funds



IMPORTANT

Clarifications shall be uploaded and will be available to view/download from
www.church.mt/tenders

Fondazzjoni għall-Opri Soċjali fl-Arcidjoċesi ta' Malta

Archbishop's Curia, St Calcedonius Square, Floriana, Malta

Tel: (356) 21245350

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Section A: Instructions

1) Responses to this CfQ are to be submitted via e-mail to fosam.procurement@gmail.com.

All submissions will be dealt with in strictest confidence.

2) The General Rules Governing Tenders for NGOs Version 1.0 found annexed to this CfQ shall apply in principle to this Call for Quotations.

3) The General Conditions for Supply Contracts Version 4.3 found annexed to this CfQ shall apply in principle.

4) The Estimated Procurement Value for this Call for Quotations has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the Estimated Procurement Value, based on market research, is that of **€8,000 excluding VAT**.

The purpose of this value shall be the guidance of prospective bidders when submitting their offer and is not to be considered as a binding capping price.

Therefore, the published Estimated Procurement Value is not restrictive and final on the Contracting Authority. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value.

Section B: General Information

1) Timetable

	DATE	TIME
Clarification Meeting - Not Applicable	N/A	N/A
Deadline for request for any additional information from the NGO Clarification requests should be addressed to: fosam.procurement@gmail.com	30/03/2022	16:00
Last date on which additional information can be issued by the NGO	01/04/2022	17:00
Deadline for submission of quotations (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering for NGOs)	06/04/2022	10:00
Tender opening session (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering for NGOs)	06/04/2022	11:00

* All times Central European Time (CET) / Central European Summer Time (CEST) as applicable

2) Purpose

The purpose of this Call for Quotation (CfQ) is the supply of musical instruments, specifically two timpani, three pairs of mallets, and one digital stage piano.

3) Beneficiary

The beneficiary, being *Fondazzjoni għall-Opri Soċjali fl-Arcidjocesi ta' Malta (CA)* is the point of contact for this CfQ. Please refer any inquiries to:

Fondazzjoni għall-Opri Soċjali fl-Arcidjocesi ta' Malta,
c/o Archbishop's Curia, St Calcedonius Square,
Floriana, Malta
Telephone: (356) 21245350
E-mail: fosam.procurement@gmail.com

Any CfQ addenda/updates will be made available on the Contracting Authority's website: www.church.mt/tenders by not later than the date/time stipulated on Section B.1.

4) Scope and Terms & Conditions

The purpose of this Call for Quotations (CfQ) is for the procurement of musical instruments, specifically two timpani, three pairs of mallets and a digital stage piano, for the carrying out of musical training programmes targeted to children and youth.

This contract forms part of a larger project being carried out by the Contracting Authority entitled *Empowering Youth in Senglea to build a better society through knowledge, music and volunteering* being part-financed by the European Social Fund; Operational Programme II - Investing in human capital to create more opportunities and promote the wellbeing of society - 2014-2020.

Section C: Details of information requested

1) Submission requirements

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

- i. Details of bidder responding to this CfQ. ^(Note 2B)
- ii. Declaration concerning exclusion grounds ^(Note 2A)
- iii. Declare agreement, conformity and compliance with the General Rules Governing Tenders for NGOs ^(Note 2A)
- iv. Power of Attorney (if not applicable please submit the form anyway and indicate that it is not applicable) ^(Note 2A)
- v. Technical Offer (and the technical offer declaration included within) in response to the specifications in line with the template provided. ^(Note 2B)
- vi. Financial Offer submitted by filling in the Financial Bid Form. This is to be calculated on the basis of Delivered Duty Paid (DDP)²⁰²⁰ (Grand Total) for the items being quoted. Quotes should be in Euro currency and must be EXCLUSIVE OF VAT, but inclusive of taxes, customs and import duties and any discounts. Where a payment transaction does not include a currency conversion, the payee

shall pay the charges levied by his payment service provider, and the payer shall pay the charges levied by his payment service provider. ^(Note 3)

Notes to Section C.1:

1. Bidders will be requested to clarify/rectify, within five (5) working days from notification, the tender guarantee only in the following four circumstances: incorrect validity date, and/or incorrect value, and/or incorrect addressee and incorrect name of the bidder. Rectification in respect of the Tender Guarantee (Bid Bond) is free of charge.

2. A) Bidders 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.

B) Bidders will be requested to rectify/submit only missing documents within five (5) working days from notification. All Rectifications are free of charge.

3. No rectification shall be allowed. Only clarifications on the submitted information may be requested.

Request for Clarification and / or rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.

2) Specific Project Overview

2.1 Overview of supplies needed

The *Fondazzjoni għall-Opri Soċjali fl-Arcidjocesi ta' Malta* (the Contracting Authority) is seeking entities (the Economic Operator) to submit offers for the supply of musical instruments that will be used in training programmes targeted to children and youth in Senglea and the Cottonera area aged between 12 and 19 years old.

The following instruments will be bought:

1. One 29-inch Timpani;
2. One 26-inch Timpani;
3. One pair of Timpani soft mallets;
4. One Pair of Timpani medium mallets;
5. One pair of Timpani hard mallets; and
6. A digital stage piano, including:
 - a. Compatible keyboard stand;
 - b. Separate stereo amplifier, complete with audio cables and
 - c. stand-alone black orchestral music stand.

Please see section 2.2 below for more details on the technical specifications of each instrument.

2.2. Technical requirements

The detailed specifications of each musical instrument mentioned in Section 2.1 above are as follows:

2.2.1 Timpani

- 2 timpani: one 29-inch and one 26-inch;
- Each must include tuning pedal;
- Each must have a Remo head or equivalent;
- Instrument head protector or instrument cover must be included for both instruments;
- A minimum of 2-years warranty.

2.2.2 Mallets

- One pair of Timpani soft mallets;
- One pair of Timpani medium mallets; and
- One pair of Timpani hard mallets are required.

2.2.3 Digital stage piano

The digital stage piano must include:

- Onboard speakers;
- Fully weighted keys, with balanced hammer action;
- Stereo sound output via 6.3mm jack;
- A Keyboard carry case;
- LCD display;
- Sustain Pedal;
- Compatible keyboard stand;
- Separate stereo amplifier, complete with audio cables;
- stand-alone black orchestral music stand;
- A minimum of 10 piano voices;
- A minimum of 73 keys; and
- A minimum of 2-years warranty

2.3 Literature

Bidders are not required to submit any literature for this CfQ but are required to provide the model number in the Technical Offer Template provided with this Call for Quotations.

2.4 Service Delivery

2.4.1 All material prepared and presented for this contract shall be in English.

2.4.2 The period of execution of this contract is of **4 weeks** from the Commencement indicated in the Order to start works.

2.4.3 Delivery of all supplies need to be made within the period of execution of the contract. The goods will be delivered to the Senglea Parish office (27, Parish Office, Saint Lawrence Str, Senglea. ISL1113) and will be inspected upon delivery. The final price submitted in the financial bid shall include the transportation, delivery and unloading in this location.

2.4.4 Payments will be made in Euro.

2.4.5 The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination. The packaging shall remain the property of the Contractor subject to respect for the environment.

2.5 Instructions to Tenderers

2.5.1 Only quotes emailed to fosam.procurement@gmail.com by the given deadline will be considered.

2.5.2 Section C.1 of this Call for Quotation provides the list of documents that need to be submitted at bidding stage.

2.5.2 Submitted quotes will be considered valid for a minimum of 90 days.

2.5.3 Clarifications can be sought up to the date as specified in Section B.1 of this CfQ. Any queries and requests for clarifications are to be sought by emailing fosam.procurement@gmail.com only.

2.5.4 All clarifications will be posted by the Contracting Authority within a reasonable time on www.church.mt/tenders and will be made available to all interested bidders.

2.5.5 All quotes must include the Service Provider's details (name of company, contact person, contact email and numbers). The Contracting Authority reserves the right to disqualify any quotes which do not include such details.

2.5.6 If the bidder offers a discount, the discount must be absorbed in the proposed price. The price for the contract, must include all the service to be provided. The prices quoted are fixed and not subject to revision or escalation in costs.

Performance Guarantee

2.5.10 Contract values that do not exceed € 10,000 excluding VAT, do not require a performance guarantee.

3) Award Criteria ^(Note 3)

This Call for Quotations is a GLOBAL PRICE contract and will be awarded to the *cheapest offer which is fully compliant with the Administrative, Technical and Financial requirements*.

Offers must cover all the items and quantities required in this Call for Quotations. Under no circumstances will offers for part of the items / quantities required be taken into consideration.

Section D: Additional Information

As part of this Call for Quotations, kindly also find the below supplementary documentation:

- i. General Conditions for Supplies Contracts*
- ii. General Rules governing tenders for NGOs*
- iii. Glossary for NGOs*