



TM REF:

TM\_Quotation 002/2014

# CALL FOR QUOTATIONS

## PROVISION OF SERVICES OF A TRANSPORT SPECIALIST

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Closing Date: Tuesday, 11th March 2014 at 10:00am CET

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Free of charge

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# **CALL FOR QUOTATIONS**

## **PROVISION OF SERVICES OF A TRANSPORT SPECIALIST**

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## Instructions to Tenderers

### 1. Background

STREETS, a project partly financed by the European Union – European Regional Development Fund through the Italy-Malta Cross-border Cooperation Programme 2007-2013 shall contribute to strengthen the transport link between Malta and Sicily, identify current bottlenecks and come up with a common strategy to provide an efficient transport link between Malta and Sicily. By identifying the current bottlenecks between Malta and Sicily in connection to inadequate land and air infrastructures, logistics and commercial services, this project thus provides the basis for better accessibility through an eco-friendly transport system. STREETS contributes in a concrete manner to the improvement of the knowledge of the transport system between and within the 2 islands through a joint mapping of the transport network, integrated offer/demand inquiry and appropriate strategy for the promotion of an integrated and sustainable transportation solutions. The entire project is supported by the development of a web-GIS platform essential for the political-administrative harmonization within an integrated transport system between the 2 islands. Transport Malta's initiative through STREETS project is to deliver an entity wide enterprise Geographic Information System encompassing its business objectives in performing daily tasks in more efficient way and provide the tools required to the Transport sector. Through the enterprise GIS for Transport Malta, we shall focus on building the platform to create and integrate GIS applications with other business systems.

### 2. Scope

Transport Malta requires the provision of a Transport Specialist to help in the implementation of STREETS project. The Specialist will be responsible for the execution of a number of tasks related to STREETS, a project supported by the ERDF within the Italia-Malta Operational Programme 2007-2014 in which Transport Malta is a partner.

### 3. Procedure

This Request for Quotations is being issued in line with the Public Procurement Regulations 2010 (Legal Notice 296 of 2010).

This Quotation is being issued as an OPEN procedure and will be also regulated by the Procurement General Conditions which are available on the DOC website <https://secure2.gov.mt/EPROCUREMENT/conditions>.

Transport Malta shall determine the award of the request for quotation on the basis of the **lowest price** compliant with specifications.

### 4. Timetable of Activities

	Date	Time
<b>Date of Publication of Quotation</b>	28th February 2014	<b>N/A</b>
<b>Last date for receipt of any clarifications by TM</b>	5th March 2014	<b>1100hrs</b>
<b>Last date on which clarifications are issued by TM</b>	6th March 2014	<b>1600hrs</b>
<b>Deadline for Submission of Quotations</b>	11th March 2014	<b>1000hrs</b>

## 5. Information about the Tenderer's Technical Capacity

This information must be included in the tender bid:

- Applicants must be in possession of a postgraduate degree relevant to the Transport sector. Knowledge in the field of Geographic Information Technology is considered an asset.
- Knowledge in assisting of a transport strategy, review project reports and other documents written in English which will also be translated in Italian.

## 6. Evaluation and Award Criteria

The award of services is to be made on the basis of lowest technically compliant financial offer (Price) as shown in the attached Financial Submission Form and Financial Bid.

The notification to the recommended Bidder implies that the validity of its Quotation is extended for a period of thirty (30) days from the date of notification of the recommended Bidder.

## 7. Estimated Work Effort

The estimated completion date of the project is estimated to finish off in March 2015, and the anticipated number of hours are 500hrs, however reports may spill over this period.

## 8. Submittal of Quotations

Quotation bids (2 copies) must be submitted (hand delivered) by not later than 1000Hrs of **11<sup>th</sup> March 2014** at;

**Tender Box (Reception – Level 0)**  
**Transport Malta**  
**Malta Transport Centre**  
**Marsa, MRS 1917,**  
**Malta**

Quotation Bids, including all supporting documents, must be submitted in a sealed envelope/package bearing only;

- a) the above address,
  - b) the reference code of this Quotation procedure (**TM\_Quotation 002/2014**)
- 
- Late Quotations will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.
  - Quotations submitted by any other means will not be considered.
  - Quotations must comply to the requirements as stated in this quotation.
  - Before submitting their Quotation, Bidders will be deemed to have satisfied all criteria, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all charges in their rates and prices.
  - In submitting its Quotation, the Bidder will be submitting its best and final offer.

## 9. General Conditions

The full set of General Conditions for Service Contracts can be viewed / downloaded from:

<https://secure2.gov.mt/EPROCUREMENT/conditions>.

It is hereby construed that the bidders have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

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

The selected applicant will be requested to provide timesheets and list of duties carried out during the respective timeframe on a periodic basis and as required by the authority.

#### **10. Commencement & Execution**

The execution of the contract for the provision of services is of 15 months from the date of the letter of Acceptance issued by Transport Malta.

#### **11. Clarifications**

Bidders are urged to promptly notify Transport Malta of any ambiguity in/or discrepancy between any of the appendices in this quotation which may be discovered upon examination of this document.

Any clarifications may be sent to [tenders.tm@transport.gov.mt](mailto:tenders.tm@transport.gov.mt) until 1100hrs on the 5<sup>th</sup> March 2014. Response will be sent to all bidders until 1600hrs on the 6<sup>th</sup> March 2014.

Bidders are notified that any interpretations, corrections or changes to the RFQ will be notified via the Transport Malta website <http://www.transport.gov.mt/organisation/procurement>. It is the responsibility of Bidders to visit this website and be aware of the latest information published on the Transport Malta.

#### **12. Validity of Quotation**

Bidders are committed to retain the validity of the Quotation for a period of sixty (60) days from the closing date for the submission of the quotation as shown in 3 above.

#### **13. Evaluation of Quotations**

- a) **The entire evaluation procedure is confidential. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.**
- b) The Evaluation Committee ranks the bids based on lowest cost.
- c) In the interest of transparency and equal treatment and without being able to modify the submitted Quotation, the Bidder may be required, at the sole written request of Transport Malta, to provide clarifications.
- d) Transport Malta reserves the right to conduct an interview with the Bidder to assess the Bidder's experience and approach to the delivery of the requirements.
- e) The Committee will recommend to award the quote to the lowest compliant bid received.

#### **14. Contract**

Following the Appeal period (if applicable), the recommended Bidder will be expected to sign a contract as per Form 4 – Draft Contract Agreement.

#### **15. Technical Services**

The services required are as follows:

- a) Evaluate documents submitted by project partners within the context of STREETS;
- b) Assist in defining and drafting the transport strategy between the two islands;
- c) Assist in the monitoring and review of the project and participate in meetings;
- d) Liaise with other project partners with the main objective of the project;
- e) Provide periodic reports related to the project as deemed necessary;
- f) Assistance in other purposes where specific expertise might be required with regard to the STREETS projects, where necessary and as appropriate.

Form 1 - DETAILS OF BIDDER

Name of Bidder			
Address			
E-mail Address			
Tel. Nos.			
Fax Nos.			
Mobile Phone No.			
VAT Registration No.			
Name of Authorized Representative / Position held			
Signature		Date	
ID. Card No.			

**Form 2 – FINANCIAL BID**

**SUMMARY**

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<b>Hours</b>	<b>Rate per hour inclusive of VAT</b>	<b>Grand Total including VAT, Duties, other Taxes/ Charges and Discounts (To be C/f to Submission Form)</b>
		<b>Euro</b>
500 hours		

**The same rate will apply in the case that any additional hours over and above the 500 hours would be required.**

Signature: .....

*(the person or persons authorised to sign on behalf of the tenderer)*

Date: .....



## PROVISION OF SERVICES OF A TRANSPORT EXPERT

Publication reference: TM\_ Quotation 002/2014

**A QUOTATION SUBMITTED BY**

	Name(s) of Bidders(s)
Leader <sup>1</sup>	
Partner <sup>1</sup>	
Etc ...	

1. Add/delete additional lines for partners as appropriate. Note that a sub-contractor is not considered to be a partner for the purposes of this quotation. If the quotation is being submitted by an individual bidder, the name of the bidder should be entered as 'leader' (and all other lines should be deleted)

2. Proposed proportion of responsibilities between partners (in %) with indication of the type of the works to be performed by each partner (the company acting as the lead partner in a joint venture/consortium, they must have the ability to carry out at least 50% of the contract works by its own means. If a company is another partner in a joint venture/consortium (i.e. not the lead partner) it must have the ability to carry out at least 10% of the contract works by its own means).

Service intended to be sub-contracted	Name and details of sub-contractors	Value of sub-contracting as percentage of the total cost <sup>3</sup>	Experience in similar services (details to be specified)
1			
2			
(.)			

3. The maximum amount of sub-contracting must not exceed [40%] of the total contract value. The main Consultant must have the ability to carry out at least [60%] of the contract works by his own means.

**B CONTACT PERSON (for this Quotation)**

<b>Name</b>		<b>Surname</b>	
<b>Telephone</b>	( ) _____	<b>Fax</b>	( ) _____
<b>Address</b>	..... ..... .....		

**C BIDDER'S DECLARATION(S)**

**To be completed and signed by the BIDDER (including each partner in a consortium).**

In response to your letter of Call for Quotations for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this Call for Quotations Document (including subsequent Clarifications Notes issued by the Contracting Authority for invitation to Quotation No TM Quotation 002/2014.. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our quotation offer not being considered any further.
- 2 We offer to execute, in accordance with the terms of the quotation document and the conditions and time limits laid down, without reserve or restriction, the following works:  
  
\_\_\_\_\_
- 3 The total price of our Quotation (inclusive of duties, VAT, other taxes and any discounts) is:  
\_\_\_\_\_.
- 4 We are making this application in our own right and for this Quotation TM\_Quotation 002/2014. We confirm that we are not quoting for the same services in any other form..
- 5 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 6 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the services. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
- 7 We note that the Contracting Authority is not bound to proceed with this Call for Quotations and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

Name and Surname: \_\_\_\_\_

I.D. / Passport Number: \_\_\_\_\_

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

Duly authorised to sign this  
Quotation on behalf of: \_\_\_\_\_

Company/Lead Partner VAT No:  
(if applicable) \_\_\_\_\_

Stamp of the firm/company: \_\_\_\_\_

Place and date: \_\_\_\_\_

#### Form 4 – Draft Contract Agreement

**Financed by:** Transport Malta  
**Project:**

**Ref Number:** TM Quotation 002/2014

This contract is concluded between:

**Transport Malta**  
**Malta Transport Centre**  
**Xatt I-Għassara tal-Għeneb**  
**Marsa, MRS 1917**  
**Malta**

on the one part, and

[Name of Contractor]  
[Address]

(hereinafter called “The Contractor”) on the other part,

Whereas the Contracting Authority is desirous that certain services should be executed by the Contractor, viz.:

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and has accepted a bid by the Contractor for the execution and completion of such services and the remedying of any defects therein.

**It is hereby agreed as follows:**

1. In this contract words and expressions shall have the meanings assigned to them in the contractual conditions set out below.
2. The following documents shall be deemed to form and be read and construed as part of this contract, in the following order of precedence:
  - (a) this Contract,
  - (b) the Consultant’s technical offer,
  - (c) the Financial Offer (after arithmetical corrections)/breakdown,
  - (d) the Submission Form,
  - (e) Terms of Reference, if applicable
  - (e) any other documents forming part of the contract.

Addenda shall have the order of precedence of the document they are modifying.

3. In consideration of the payments to be made by the Contracting Authority to the Consultant as hereinafter mentioned, the Consultant undertakes to execute and complete the works and remedy defects therein in full compliance with the provisions of the contract.
4. The Contracting Authority hereby agrees to pay the Consultant in consideration of the execution and completion of the works and remedying of defects therein the amount of:
  - Contract price (including VAT/other taxes):
  - Contract price in words:

or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. VAT shall be paid in compliance with National Law (in particular the VAT Act 1998, the Act No X of 2003 and relevant Legal Notices).

5. Payments shall be effected after certification of completion of each task.
6. In witness whereof the parties hereto have signed the contract. This contract shall take effect on the date on which it is signed by the last party.

Done in English in three originals: two for the Contracting Authority, and one for the Contractor.

**Contracting Authority:**

Signed by:

.....  
SIGNATURE

.....  
NAME IN BLOCKS/STAMP

In the capacity of:

.....  
Being fully authorized by and acting on behalf of

.....

Date: .....

**Contractor:**

Signed by:

.....  
SIGNATURE

.....  
NAME IN BLOCKS/STAMP

In the capacity of:

.....  
Being fully authorized by and acting on behalf of

.....

Date: .....