



Call for Quotations – CfQ

Provision of design and project management services for TradeMalta's Gozo office

Issued by: *TradeMalta Ltd.*

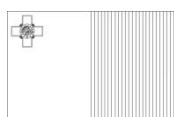
CfQ#: *TML/ERDF.03.007/C2a*

Issue Date: *5th July 2018*

Response/Submission Date and Time: *19th July at 12:00 (noon)*

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Operational Programme I – European Structural and Investment Funds 2014-2020
"Fostering a competitive and sustainable economy to meet our challenges"
Project part-financed by the European Regional and Development Fund
Co-financing rate: 80% European Union; 20% National Funds



Section A: Instructions

- i. Response to this CfQ are to be submitted to TradeMalta Limited through e-mail erdf@trademalta.org
- ii. The contract will be awarded to the cheapest offer which is fully compliant with the terms of conditions and the requirements set out in this call.
- iii. Prices are to be quoted **Duty Delivery Paid** and EXCLUSIVE OF VAT. If the tenderer offers a discount, the discount must be absorbed in the rates of the Bill of Quantities/Financial Statement.
- iv. This is a global price contract.
- v. Quotes should be in **Euro** currency.
- vi. Quotes must be valid for a minimum of 150 days.
- vii. Clarifications can be sought up to the 12th July 2018 at 12:00 (noon).
- viii. This contract is co-financed by the European Union, in accordance with the rules of the European Regional Development Fund under Operational Programme I (2014-2020).

Section B:

General Information

1) Purpose

The purpose of this Call for Quotation (CfQ) is to procure design and project management services for the set-up of a TradeMalta office in Gozo.

2) Beneficiary

The beneficiary, being TradeMalta Ltd. (CA) is the point of contact for this CfQ. Please refer any inquiries to:

Project Leader (ERDF.03.007)
TradeMalta Ltd.
The Clock Tower
Tigne Point
Sliema, TP01 Malta
Telephone: 22472400
E-mail: erdf@trademalta.org

Any CfQ addenda/updates will be made available on the Contracting Authority's website: <https://www.trademalta.org/>.

3) Scope and Terms & Conditions

3.1 Scope

TradeMalta is currently implementing a new project entitled “Internationalisation Knowledge Platform”, (ERDF.03.007) which project has been approved for EU Funding under the European Regional and Development Fund, Programme I, 2014 – 2020. The Internationalisation Knowledge Platform is expected to be the core supporting system that provides quality information for enterprises that seek to expand their business to overseas markets.

Through this call, the project will be supporting the set-up of a TradeMalta office in Gozo. The office, which is located in the Xewkija Industrial Estate within the new Malta Enterprise building, will be providing information and specific support services to Gozo-based users. TradeMalta envisages the office as a multi-functional space that will be able to host events such as information sessions, training workshops, seminars and one-to-one meetings, for companies operating in Gozo. The selected Contractor will be required to provide design and project management services for the set-up of this office in Gozo.

3.2 Execution of Contract

The contract shall be deemed to commence upon the date of the last signature on the contract or commencement to start works, whichever comes first. The period of execution is not expected to exceed 5 [five] months.

3.3 Payments

This is a global-price contract.

Payments will be made according to the following schedule. However, the delivery of the tasks set will take precedence over the delivery dates presented below, such that payments can be effected, if and when tasks are completed.

Month	Narrative	Percentage (%)
M1	<i>Interim Payment 1 – delivery of design and drawings of floor plan, as well as BoQ</i>	40
M3	<i>Interim Payment 2 – provision of ongoing project management services</i>	45
M5	<i>Interim Payment 3 – provision of ongoing project management services up to completion of project and submission of closure report.</i>	15
TOTAL		100%

Payments will be made against invoices indicating the deliverables that have been completed and the amount being claimed.

3.4 Reporting

The Service Provider is to present a final closure report recording the work undertaken and the fulfilment of the contract's deliverables up to completion of project.

Section C

Details of information requested

1) General Economic Operator Information

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

- **Declaration concerning exclusion grounds as follows:-**

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

I confirm the above

- **Declaration concerning Selection Criteria**

Not Applicable

2) Specific Project Overview

The office space has an area of circa 45m² and is found within the new Malta Enterprise offices located at the Xewkija Industrial Estate. TradeMalta envisages the office as a multi-functional space that will be able to host events such as information sessions, training workshops, seminars and one-to-one meetings, for companies operating in Gozo.

The overall objective of this tender is to engage a contractor who will be required to draw up plans for the interior space, draft a BoQ based on TradeMalta's requirements, and provide project management services to oversee the works being carried out and the delivery of the equipment and furniture being procured.

The main structural and other interior works such as electrical, plumbing and HVAC will be finished prior to the commencement of this contract, through other contracts being managed by Malta Enterprise. The expert engaged will be required to draw up a BoQ for the works and supplies required and ensure that delivery and installation is as per requirements set. TradeMalta will however be responsible for the procurement of all works and supplies listed up to contract signature.

The proposed list of works and supplies includes:

- Wooden main door;
- Floor levelling for the installation of parquet laminate flooring;
- Provision and installation of parquet laminate flooring;
- Sound boards installation and painting;

- Office furniture including desks/tables, conference chairs, storage cabinets, projector table, lectern etc;
- Audio-visual equipment including projector, screens, and audio system;
- Electronic equipment such as laptops and printer/copier;
- Large format printing for entrance wall;
- Artwork, décor and other general household items.

Therefore, the expected results to be achieved by the contractor under this contract are:

1. To provide a functional design for the area available according to the space requirements. The final designs will need to be approved by the Contracting Authority;
2. To provide drawings of the selected floor plan and design;
3. To draw up a BoQ for the works and items required as listed above;
4. To provide effective project management so that the delivery of works and supplies are carried out in line with the project timeline and the project is completed in time, within budget and up to specs;
5. To submit a closure report.

It is being assumed that:

- the Contractor has the necessary experience and knowhow to be able to present successful design options which are functional, safe and in line with current local building regulations;
- the Contractor has the technical capacity to deliver within tight deadlines and adopt contingency proposals as necessary;
- TradeMalta Ltd will provide the necessary briefing on the project;
- the Contractor will keep track of the timelines and deadlines as agreed with the Contracting Authority;
- the Contractor will liaise continuously with TML as required.

3) Response Format

Bidders are expected to submit:

- i. the Declaration concerning exclusion grounds as stated in Section C1 above;
- ii. a short profile of the company/expert submitting the bid;
- iii. the Financial Bid Form as per Section E below.

In order for submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the Contracting Authority in the Call for Quotations.

Section D

Additional Information

Not applicable

Section E

Financial Bid Form

A separate document titled Financial Bid Form is being provided and is to be duly filled in and submitted by the Economic Operator(s).

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT. The VAT element, if requested, is to be quoted separately.

Signature

Name of Company