

MCVS/1/2024

REQUEST FOR TENDER
For the Provision of General Repairs, Maintenance and
Painting Works of Maltese Wooden Balconies
VOLUNTEER CENTRE - Valletta

Funded by the
Malta Council for the Voluntary Sector

September 2024

maltacvs.org

Malta Council for the Voluntary Sector



Volunteer Centre, 181, Melita Street,
Valletta, VLT 1129, Malta
Tel: +(356) 2248 1110



Reference: MCVS/01/2024

REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies'

Details to be collected from:

Malta Council for the Voluntary Sector
Volunteer Centre,
181, Melita Street
Valletta VLT 1129
During normal office hours.
Tel: 22481110
e-mail: mcvs.miv@gov.mt

An electronic version of the requested information may also be requested and will be forwarded via e-mail or on the web-site www.maltacvs.org

Sealed TENDERS, clearly marked 'REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies', are to be deposited at the MCVS Offices by Wednesday the 9th of October 2024 before 12.00 p.m. (noon) at the address below:

Malta Council for the Voluntary Sector
Volunteer Centre,
181, Melita Street
Valletta VLT 1129

Organisations or individuals intending to submit a proposal are to send their particulars on mcvs.miv@gov.mt in case any clarifications need to be communicated to all interested bidders.

TENDER

With reference to the advert ‘**REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies**’, and in terms of the conditions therein mentioned and those there to attached, I/We

.....
.....

(Name of individual or firm making the expression of interest to be entered in block letters) offer and bind myself/ourselves to provide the service in the Notice aforesaid in conformity with the Specification and Conditions relating thereto.

- 2. **I/We hereby acknowledge that I am/we are fully cognizant of the contents of the aforesaid specification and conditions of the expression of interest.**

- 3. I/We undertake that this expression of interest shall not be retraced or withdrawn for a period of **TWO** calendar month/s from the date of expiration of the period fixed for its delivery, inclusively, but shall remain binding and may be accepted by the Agency at any time during the said period of **TWO** calendar month/s, even by a verbal communication of the acceptance.

Signature

ID Card Number

Full Name (BLOCK LETTERS)

Name of Company or Partnership

Capacity to represent company or partnership

Contents

| | |
|--------------------------------|----|
| 1. Introduction | 5 |
| 2. Services required | 5 |
| 3. Conditions and instructions | 6 |
| 4. Evaluation process | 9 |
| 5. Proposal Response Format | 11 |

Appendices

| | | |
|-------------|--------------------------------|----|
| Appendix I | Details of Bidder | 13 |
| Appendix II | General Conditions of Contract | 14 |

Purpose of this RFT

The Malta Council for the Voluntary Sector is seeking the services **for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies.**

1. Introduction

The Malta Council for the Voluntary Sector (MCVS) is legal tenant and responsible for the management and upkeep of the Volunteer Centre at 181, Melita Street, Valletta.

2. Services Required

Conditions and specifications for REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies:

The items required are the following:

| Item No. | Item Description | Specifications | Quantity |
|----------|------------------|---|----------|
| 1 | Wooden balcony | Six pane balcony on second floor in Melita Street, Valletta | 1 |
| 2 | Wooden balcony | Four pane balcony on first floor in Melita Street, Valletta | 1 |
| 3 | Wooden balcony | Six pane balcony on second floor in St. Paul Street, Valletta | 1 |

The Bidder must be in a position to undertake and finish the assignment by not later than the 31st January 2025.

All the above mentioned items should be provided in an itemized manner which shows the whole breakdown of expenses in the submitted expression of interest and including VAT. For more information contact MCVS by e-mail to on mcvs.miv@gov.mt or by phone on 22481110.

All interested bidders are invited to contact Ms. Angela Darmanin on mcvs.miv@gov.mt or by phone on 22481110 to arrange a viewing of the premises on either the 17th, 18th or the 19th of September 2024.

3. Conditions and instructions

Interested bidders are to follow the following conditions and instructions:

3.1 Conditions

The Malta Council for the Voluntary Sector reserves the right not to select any proposal or not to select the least expensive proposal. Furthermore, it reserves the right to accept proposals in whole or in part, to discuss or negotiate different or additional terms to those envisaged in this REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies, or to amend and modify any terms of this REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies.

Until a contract resulting from the REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies is executed, the bidder must not disclose any details pertaining to their proposal and the selection process in whole or in part, to anyone not specifically involved in their proposal, unless written consent is secured from the Malta Council for the Voluntary Sector, prior to such disclosure.

The bidder shall not issue a news release or other public announcements pertaining to details of their proposal or the selection process without the prior written approval of the Malta Council for the Voluntary Sector.

3.2 Instructions for submitting the REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies.

Proposals shall be submitted in accordance with the format identified in **Section 12: Proposal Response Format**.

The REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies is classified as an MCVS Contract.

Any information or clarifications in connection with the REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies:

Malta Council for the Voluntary Sector
Volunteer Centre,
181, Melita Street
Valletta VLT 1129
During normal office hours.
Tel: 22481110/21240041
e-mail: mcvs.miv@gov.mt

Requests for additional information or clarifications are to be submitted in writing by not later than five (5) working days prior to the closing date of the REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden

Balconies. Submissions are to be forwarded by e-mail and each request will be acknowledged. Answers in writing will be circulated to all persons or entities that have shown interest in the REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies not later than three (3) days prior to the date of receipt of REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies except in the case of postponing the date for receipt of REQUEST FOR TENDER or withdrawing the REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies.

Bidders are to submit one (1) copy of their REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies response clearly marked '**REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies**', on the sealed envelope and documents are to be entitled '**REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies**'.

Together with the proposal, bidders must submit a schedule of all documents and materials forming part of the response including:

1. Catalogues referring to the items offered.

Proposals are to be deposited at the of Malta Council for the Voluntary Sector, Volunteer Centre, Melita Street, Valletta by 12.00 p.m. (noon) Thursday the 26th September 2024.

Late submissions will not be considered.

This expression of interest is being published and awarded subject to the recourse procedures as set forth in the Financial Administration and Audit Act (Cap 174), Legal Notice No. 177 – Public Contracts Regulations 2005 – published in the Government Gazette No. 17775 dated 3rd June 2005. (Appendix VIII refers)

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the rules of the Malta Arbitration Centre as at present in force. Any references in the attached General Conditions to other arbitration procedures shall not apply.

Any objections shall be made with the Malta Council for the Voluntary Sector prior to the commencement of any of the services affected thereby.

3.3 Other requirements and conditions

- 3.3.1 The Bidder must adhere to the specifications given in this REQUEST FOR TENDER for the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies;
- 3.3.2 The Bidder must also ensure that the set objectives are reached in a consistent and timely manner;
- 3.3.3 The Bidder shall perform the services under the contract with due care, efficiency and diligence, in accordance with the best professional practice;
- 3.3.4 The Bidder shall treat all documents and information received in connection with the contract as private and confidential, and shall not, save in so far as may be necessary for the purposes of the performance thereof, publish or disclose any particulars of the contract without the prior consent in writing of the Malta Council for the Voluntary Sector. The Bidder and its staff shall maintain professional secrecy, for the duration of the contract and after completion thereof. In this connection, except with the prior written consent of the Malta Council for the Voluntary Sector, neither the Bidder nor the personnel employed or engaged by it shall at any time communicate to any person or entity any confidential information disclosed to them or discovered by them;
- 3.3.5 For the period of execution of the contract, the Bidder and its personnel shall respect human rights and undertake not to offend the political, cultural and religious practices prevailing in the beneficiary country;
- 3.3.6 The Bidder shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified in writing to the Malta Council for the Voluntary Sector without delay;
- 3.3.7 Bidders who have been found to have seriously failed to meet their contractual obligations shall also be subject to financial penalties representing 10% of the total value of the Contract;
- 3.3.8 Any amendment of the contract must be set out in writing in an addendum, to be concluded on the same terms as the original contract. If the request for an amendment comes from the Bidder, the latter must submit such a request to the Malta Council for the Voluntary Sector. Addenda are to be submitted to the Malta Council for the Voluntary Sector for approval and signing;

- 3.3.9 The Bidder shall furnish any person authorized by the Malta Council for the Voluntary Sector with such information relating to the services and the project as they may at any time request.

4. Evaluation process

4.1 The Evaluation Process will be carried out by an Adjudication Team appointed by the CEO of the Malta Council for the Voluntary Sector.

4.2 The Bidder may be requested to conduct a presentation of their proposal to further sustain their response. The Adjudication Committee reserves the right to visit the facilities offered and verify that they satisfy the needs of the activity.

4.3 The Adjudication Committee will score the bids individually, based on the following criteria:

| Evaluation Criteria | % Weighting |
|--|-------------|
| 1. the quality and completeness of the proposal submitted and the level of understanding of the assignment | 20 |
| 2. the ctimeline of the services provided in terms of the needs of the MCVS | 15 |
| 4. the quality of the items offered | 30 |
| 5. cost of the proposal | 35 |
| Total Weighting | 100 |

4.4 Negotiations will commence with the preferred Bidder. If these negotiations are not successful, the Malta Council for the Voluntary Sector may decide to open negotiations with the other preferred Bidder. This process will be repeated as deemed necessary and/or appropriate. The Malta Council for the Voluntary Sector may also decide to negotiate with more than one Bidder concurrently.

4.5 The Malta Council for the Voluntary Sector has the right to negotiate changes, amendments or modifications to the proposal of the preferred Bidder, as submitted, without offering other Bidder the opportunity to amend their proposals.

4.6 The Malta Council for the Voluntary Sector reserves the right not to award the contract to any of the potential Bidder.

4.7 In the case of failure in the negotiation process with the selected bidder, the Malta Council for the Voluntary Sector reserves the right to initiate negotiations with the next favourable bidder.

5. Proposal response format

5.1 Schedule with reference to the Provision of General Repairs, Maintenance and Painting Works of Maltese Wooden Balconies.

Name of Bidder: _____

| Item No. | Item Description | Quantity | Specifications | Total Cost of Items in € (Excl. VAT) |
|--------------------------------------|------------------|----------|---|--------------------------------------|
| 1 | Wooden balcony | 1 | Six pane balcony on second floor in Melita Street, Valletta | |
| 2 | Wooden balcony | 1 | Four pane balcony on first floor in Melita Street, Valletta | |
| 3 | Wooden balcony | 1 | Six pane balcony on second floor in St. Paul Street, Valletta | |
| 4 | Additional Costs | | (specify) | |
| | | | Total Cost in € | |
| Additional Information | | | | |
| Date of Commencement of Works | | | | |
| Date of Completion of Works | | | | |

A

* Amount quoted in EUROS (€) and exclusive of VAT and should cover preparation and cleaning afterwards.

APPENDIX I DETAILS OF BIDDER

| | |
|---|-------------|
| Name of Bidder (Individual/Company) | |
| Name of Legally Authorised Person (in the case of Company) | |
| Address | |
| E-mail Address | |
| Tel. Nos. | |
| Web Site | |
| Mobile Phone No. | |
| VAT Registration No. | |
| Signature | Date |
| ID. Card No. | |

APPENDIX II

GENERAL CONDITIONS OF CONTRACT

1. In these conditions and in any specifications or special conditions annexed hereto:
 - a) the word 'Council' shall mean the Malta Council for the Voluntary Sector;
 - b) the word 'CEO' shall mean the official person/s appointed by and on behalf of the Council to inspect/audit the work when the Council decides to have inspection;
 - c) the word 'Bidder' shall mean any person or persons whose expression of interest for the work referred to shall be accepted by the Council;
 - d) the word 'work' shall also include articles of every description and materials of every kind in every stage of their preparation - to be supplied under the contract for the execution of the contract works;
 - e) the word 'Malta' shall have the meaning assigned to it by Section 126 of the Constitution;
 - f) the word 'variation' shall mean any increase or decrease in the quantity of works or any extra work required for the completion of the contract.
2. The Bidder shall indemnify the Council against all claims at any time on account of patent rights or royalties, whether for manufacture or for use in Malta. In the event of any claims being made against the Council in respect of which the Bidder is liable under this condition, the Bidder shall be notified thereof and may at his own expense conduct any litigation that may arise therefrom or any negotiations for settlement.
3. The Council shall have the power to require reasonable alterations in the work or any of its details, and, if such alterations do not involve extra expense, no payment shall be made in respect of them.
4. The Bidder shall not receive payment beyond the contract sum for any work which he may consider that payment should be made as an extra, unless such work shall have been ordered as extra work, or unless the Bidder, before commencing such work, shall have claimed in writing that it should be paid for as an extra, and the CEO or the Council shall have certified in writing that the claim is reasonable and proper.
5. i) Subject to what is stated at clause 3 above, the Council shall make variations in the form, quality or quantity of the works or any part thereof that may in his opinion be necessary, and for that purpose or of for any other reason it shall in his opinion be

desirable, shall have power to order the Bidder to do, and the Bidder shall do any of the following:

- a) increase or decrease the quantity of any work included in the contract;
- b) omit any such work;
- c) change the character or quality or kind of any such work;
- e) execute additional or extra work of any kind necessary for the completion of the works;

and no such variation shall in any way vitiate or invalidate the contract but the value (if any) of all such variations shall be taken into account in ascertaining the final amount of the contract sum.

Provided however that no such increase, decrease, alteration or omission made under this clause shall be such as to augment or diminish the entity of the contract by more than 20%.

- ii) No such variation shall be made by the Bidder without an order in writing of the Council. Provided that no order in writing shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an order given under this clause but is the result of quantities exceeding or being less than those stated in the agreement. Provided also that if for any reason the Council shall consider it desirable to give any such order verbally the Bidder shall comply with such order and any confirmation in writing of such verbal order given by the Council whether before or after the carrying out of the works, shall be deemed to be an order in writing within the meaning of this clause. Provided further that if the Bidder shall confirm in writing to the Council any verbal order, and such confirmation shall not be contradicted in writing by the Council, it shall be deemed to be an order in writing by the Council.
6. The Council shall determine the amount (if any) which should be added to or deducted from the sum named in the Expression of interest in respect of any extra or additional work done or omitted by its order. All such work shall be valued at the rates set out in the contract if the same rates shall be applicable. If the contract shall not contain any rates applicable to the extra or additional works, then suitable prices shall be agreed upon between the Council and the Bidder. In the event of disagreement, the Council shall fix such prices as shall in its opinion be fair and reasonable.

Provided that no such increase of the contract sum shall be made unless as soon as after the date of the order as is practicable, and in the case of extra or additional work before the commencement of the work or as soon thereafter as is practicable, notice shall have been given in writing

- i) by the Bidder to the Council of his intention to claim any extra payment, or

- ii) by the Council to the Bidder of Council's intention to fix a rate or price as the case may be.
7. In the event of additions being made, or for any other valid reason, the Council may, if it thinks it necessary, extend the time for delivery or completion for such period as it may consider reasonable and proper. The Bidder shall be informed in writing of any such extension.
 8. Should there be any discrepancy between the agreement and the specifications, or any inconsistency or omission in either of them, reference must be made to the CEO or the Council for an explanation and the Bidder will be held responsible for any errors that may occur in the work through neglect of this precaution.
 9. The Bidder shall deliver the whole of the work, complete in all its parts and furnished with every necessary detail and fitting, notwithstanding any omission or inconsistency in the contract drawings and specification.
 10. Before proceeding to execute any work, the Bidder shall obtain the CEO's or the Council's approval of the manner in which the Bidder proposes to execute each portion of the work, and shall furnish such information as the CEO or the Council shall require.
 11. The Bidder shall take all risks of accident or damage to the work, from whatever cause arising, and shall be responsible for the sufficiency of all means used by him for the fulfilment of the contract, and shall not be relieved from such responsibility by any approval which may have been given by the CEO or the Council.
 12. The materials and fittings of every kind used are to be free from defects and, unless otherwise specified, are to be of the best description of their respective kinds. The workmanship is to be of first class character, and the degree of finish such as the CEO or the Council shall require.
 13. The CEO or the Council may adopt any means he may think fit to satisfy himself that the deliverables are as requested throughout the contract, either personally or by deputy, to inspect without giving previous notice, the entire work or any part thereof at every stage of progress and wherever the work, or any part thereof, may be in progress, he shall also have power subject to clauses 3, 4 and 5, above to amend or alter anything he may think fit and to reject any parts of the work of which he may disapprove.
 14. Should the Bidder anticipate at any time during the execution of the contract that he will be unable to deliver the work within the contract time, he must at once give notice accordingly, in writing, to the Council explaining the cause of delay.

15. The contract time for delivery shall be the period or periods named in the Letter of Acceptance of expression of interest and shall be reckoned from the date of receipt of the said letter or from the date of the order to start work whichever may be applicable.

Provided that any written order to start work shall be issued not later than six (6) weeks from the date of the Letter of Acceptance.

16. Any details, descriptions or other literature specified must be furnished by the Bidder with the first consignment of the work to which they refer, and payment will not be made by the Council until such deliverables have been furnished to the satisfaction of the CEO or the Council.
17. It shall not be lawful for the Bidder to transfer or assign the contract, directly or indirectly, or any part, share or interest in it or any amount due by the Council therefor, to any person or persons whomsoever, or to sublet the contract or any part of it, or to allow any portion of the work to be done otherwise than in his own establishment, without the written consent of the Council.
18. Payment will be made by the Council within a reasonable time after due completion of the works to the satisfaction of the same Council. Payment will be subject to any deductions to which the Bidder may have become liable under this contract.
19. If the work is not completed and delivered within the time specified in the contract, the Bidder shall be liable to a penalty as indicated in the conditions of contract. Provided that the Council may remit such penalty, wholly or in part, if it is satisfied that the delay could not have been avoided.
20. In the event of any difference of opinion arising between the Council and the Bidder, the dispute shall be referred to a committee composed of the unofficial members of the Contracts Committee, whose decision shall be final and binding. Provided also that such members of this committee shall in no way, directly or indirectly, have any interest in the contract in question.
21. Should the Bidder from any cause whatever, become unable or fail to carry on the contract with efficiency; or should he not progress with the work in the manner intended by the contract, or not have the work ready for delivery in conformity with the terms of the contract; or should his preparations for commencement and his subsequent rate of progress be so slow, from any cause whatever, that, in the opinion of the Council he will be unable to complete and deliver the work by the expiration of the specified period; or should he refuse or neglect to comply with the directions given him by the Council or in any other respect act contrary to the terms of the contract, then the Council shall have the power to declare the contract at an end, and the Bidder shall only be paid for such portion of the work as shall have been actually delivered at the date of such declaration, after deduction of any sum leviable under the conditions of the contract. When the work is expression of interested for in a lump sum, the portion of the work that shall have been actually delivered at the date of such

declaration will be valued by the Council which valuation after being approved by the Council, and subject to any deduction leviable under the conditions of the contract, shall be final.

22. The Bidder, shall, in addition, be liable to pay to the Council, or the Council shall be entitled to further deduct the value of any expense, loss or damage (including any difference between the contract price of the work to be done, under the contract, or of such portion thereof as may not have been delivered at the date of such declaration as aforesaid, and the price which the Council may have to pay for similar work provided in lieu of such portion as may not have been so delivered) which the Council may be put to or sustain by reason of, or in connection with the Bidder's breach of contract.
23. Should the Bidder abandon the work he may be liable to the provision of clause 22. The work may be considered to have been abandoned if the Bidder fails to commence it within 10 working days from the date of the commencement stipulated on the contract without previously obtaining permission from the Council.
24. Besides the penalties for delay envisaged in these conditions and without prejudice to all his other liabilities arising out of the contract, the Bidder shall also become liable to a penalty if the rate of progress of the work throughout the contract period is not satisfactory. The Bidder shall be considered to be in default if he fails to carry out every month at least 70% of the estimated monthly average progress. For the purpose of assessing such average progress the value of the contract shall be divided by the number of months stipulated in the contract period. Within each month the Bidder should complete works whose value is equivalent to the average progress obtained as above. Hence in the case of contracts having a completion period of 6 or more months, no penalty shall be imposed in respect of the first month from the date of allocation of the contract. Should the Bidder's progress fail below the minimum percentage progress, he will become liable to a penalty equivalent to 2% of the value of the contract in respect of every month during which progress is below standard. If the Bidder completes the whole contract within the stipulated period, the Council may consider the refund of any penalties the Bidder may have incurred for slow monthly progress.
26. It shall be lawful for the Council to reject without the necessity of prior legal proceedings any consignment of work or part thereof, which in its opinion does not possess the qualities or does not conform to the standard required under the contract and to obtain it elsewhere, or have it replaced at any price, and on Bidder's account, should the latter fail to replace the articles or the work rejected within the time allowed for the purpose by the Council.
27. Without prejudice to the Council's right to dissolve 'ipso jure' the contract in the case of infringement of any condition thereunder and apart from the deduction established for delay in delivery, any such infringement shall render the Bidder, in each case, liable to a deduction by way of damages of 5 per cent of the value of the contract with regard to each particular infringement, but not necessarily with regard to all infringements, to claim actual damages incurred.

28. The Council is not bound to accept the lowest bid.
29. The award of the contract does not exonerate the Bidder from the obligation of obtaining any other permit and/or licence that may be required under any law, principal or subsidiary, in force in Malta from time to time.
30. This contract shall be, and be deemed to be a Maltese contract and shall be governed by and construed according to the laws for the time being in force in Malta. Notwithstanding any other disagreement or claims, the Maltese Courts shall have exclusive jurisdiction to hear and decide on the merits of the matter in dispute.