
SECTION 1 – INSTRUCTIONS TO TENDERERS

1. General Instructions

- 1.1 In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent Clarifications issued by the Non Governmental Organisation (NGO), whatever the economic operator's own corresponding conditions may be, which through the submission of the tender is waived. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document. These Instructions to Tenderers complement the General Rules Governing Tenders for NGOs Version 1.0.

No account can be taken of any reservation in the tender in respect of the procurement documents; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.

Prospective tenderers must submit their offer by depositing it in the tender box, located at the Administrative Wing of the St John's Co-Cathedral, St John Street, Valletta, Malta. Prospective tenders take full responsibility to submit their offer by the set tender submission deadline.

Note:

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

- 1.2 The subject of this tender is for the supply of light fittings for the new 'Caravaggio Centre' at the St John's Co-Cathedral Museum and includes the following:
- Supply and delivery of light fittings,
 - Providing technical support to third parties or the NGO in installation of these light fittings,
- 1.3 The place of acceptance of the services/supplies/works shall be the St John's Co-Cathedral's Administrative Wing, the time-limits for the execution of the contract shall be 100 calendar days, and the INCOTERM²⁰¹⁰ applicable shall be **Delivery Duty Paid (DDP)**.
- 1.4 This is a unit-price Works contract.
- 1.5 This call for tenders is being issued under an open procedure.
- 1.6 The beneficiary of this tender is the *St John's Co-Cathedral Foundation*.
- 1.7 This tender is not a reserved contract.

2. Timetable

2.

	DATE	TIME
Clarification Meeting/Site Visit (Refer to Clause 6.1)	19th December 2018	9000Hrs
Deadline for request for any additional information from the NGO Clarification requests should be addressed to: <i>info@stjohnscocathedral.com</i>	19th December 2018	1700Hrs
Last date on which additional information can be issued by the NGO	21st December 2018	1700Hrs
Deadline for submission of tenders/Tender opening session (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering for NGOs)	4 th January 2019	1200Hrs

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

3. Lots

- 3.1 This tender is not divided into lots, and tenders must be for the whole of quantities indicated. Tenders will not be accepted for incomplete quantities.
- 3.2 The tenderer must offer the whole of the quantity or quantities. Under no circumstances will tenders for part of the quantities required be taken into consideration.
- 3.3 Contracts will be awarded as a whole, in accordance with the award criteria at Article 9.

4. Variant Solutions

- 4.1 Variant solutions are not permissible.

5. Financing

- 5.1 The project is *co-financed* by the European Union/St John's Co-Cathedral Foundation, in accordance with the rules of ERDF.PA5.0109 programme.
- 5.2 The Contracting Authority of this tender is the St John's Co-Cathedral Foundation.

6. Clarification Meeting/Site Visit/Workshop

- 6.1 A clarification meeting/site visit will be held on the date and time indicated in Clause 2, at the St John's Co-Cathedral, Valletta, Malta, to answer any questions on the tender document which have been forwarded in writing or are raised during the same meeting. Minutes will be taken during the meeting, and these (together with any clarifications in response to written requests

which are not addressed during the meeting) shall be uploaded electronically on the web address www.stjohnscocathedral.com/procurement/.

Meetings between economic operators and the NGO, other than that provided in this clause during the tendering period are not permitted.

7. Selection and Award Requirements

In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder.

(A) Eligibility Criteria

- (i) No Bid Bond is required. ^(Note 1)
- (ii) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment by completing and submitting the form with title 'Statement on Conditions of Employment'. [**Section 5.7, Supplementary Documentation, Revised Statement on Conditions of Employment**] ^(Note 2)

(B) Exclusion Criteria (including Blacklisting) and Selection Criteria ^(Note 2)

- (i) The economic operator must provide a declaration concerning exclusion grounds. [**Section 5.8, Supplementary Documentation, Declaration Concerning Exclusion Grounds**]

(C) Technical Specifications ^(Note 3)

- (i) Tenderer's Technical Offer in response to specifications shall be submitted in line with the following schedule:
 - Technical data sheets of the proposed light fittings cross referenced with the technical specifications particular reference for each and every light fitting,
 - Freeform specification table cross referenced with the technical data sheets showing how the tenderer's offer satisfies the technical specifications,
- (ii) Literature and Samples as per Form marked 'Literature/Sample List' [**Section 5.6, Supplementary Documentation, Literature List**] may be requested during the evaluation stage to supplement the technical offer submitted. If requested, the Literature and Samples must be submitted within 10/20 working days, respectively, of being notified to do so.

(D) Financial Offer ^(Note 3)

- (i) The Tender Form and Tenderer's Declaration [**Section 5.9, Supplementary Documentation, Tender Form**] are to be completed and submitted with the offer. ^(Note 3)
- (ii) A financial offer is to be submitted by filling in the Bill of Quantities [**Section 6.1, Bills of Quantities**] and is to be calculated on the basis of **Delivered Duty Paid (DDP)²⁰¹⁰ (Grand Total)** for the tender. [inclusive of spare parts/after-sales services/maintenance/training as applicable] ^(Note 3)

Notes to Clause 7:

1. *Note not applicable.*
2. *Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five working days from notification. Rectification is subject to a non-refundable administrative fee of €50.*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested.*

8. Tender Guarantee (Bid bond)

- 8.1 No tender guarantee (bid bond) is required.

9. Criteria for Award

- 9.1 The sole award criterion will be the price. The contract will be awarded to the tenderer submitting the cheapest priced offer satisfying the administrative and technical criteria.

-End of Section 1.-