

***Request for Quotations (RfQ) for the Supply and Delivery of Toners
compatible with Lexmark Printers
[ARB/30/2020]***

Deadline for submission of clarifications: 16/07/2020 at noon.

Closing date for submission of quotations: 21/07/2020 at noon.

1. Introduction

1.1. The Asset Recovery Bureau (ARB) (hereinafter referred to as the Contracting Authority) is an autonomous public entity established under Subsidiary Legislation 9.23, known as the Asset Recovery Bureau Regulations.

2. Objective

- 2.1. The ARB invites interested economic operators to submit quotations for the Supply and Delivery of Toners compatible with Lexmark Printers (hereinafter referred to as the “Toners”).
- 2.2. The allocated budget for this RfQ is that of €2,000 excluding VAT.
- 2.3. The economic operator must be in a position to deliver Toners upon ARB request, for a period of one year or up to a maximum consumption of €2,000 excluding VAT, whichever comes first.
- 2.4. The Contracting Authority, however, reserves the rights to terminate any contract entered into with any economic operator if the ARB is of the opinion that the Toners supplied by the economic operator are not satisfactory or not in accordance with the Terms and Conditions and the Technical Specifications outlined hereunder,

3. Terms and Conditions

- 3.1. The Economic Operator shall:
 - 3.1.1. Be in a position to supply the Toners within four (4) weeks from date of order;
 - 3.1.2. Provide a replacement of any defective Toners within four (4) working days.
- 3.2. Toners are to be delivered at ground level at 72, Market Street, Floriana.
- 3.3. Any orders for Toners quantities will be made according to the exigencies of the ARB.

- 3.4. The prices quoted in the Financial Bid Form (Section B. Annex I - ARB_30_2020) attached to this RfQ, are fixed and shall not be subject to revision or escalation in costs throughout the entire duration of the contract.
- 3.5. Applicants shall bear all costs associated with the preparation and submission of the quotation documents. The Asset Recovery Bureau shall not reimburse any fee associated with the preparation of quotation documents in the event that any or all offer/s is/are rejected.
- 3.6. Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluators during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of his/her offer and may result in administrative penalties.
- 3.7. When putting forward an offer, the bidder is declaring that s/he is not affected by any potential conflict of interest.
- 3.8. The ARB reserves the right to cancel the call for quotations procedure and reject all quotations that had been received and also reserves the right to initiate a new call for quotations.
- 3.9. The ARB reserves the right to refuse any of the offers, even the most advantageous one, as well as the right to accept any offer in part.
- 3.10. Bidders are to submit their offer as per Section 5 below.
- 3.11. Payment Terms - Payments shall be executed only upon the presentation of an invoice addressed to ARB and duly certified correct by ARB.

4. Technical Specifications

- 4.1. Toners requested are for:
 - Lexmark MX317dn
 - Lexmark CX317dn Cyan
 - Lexmark CX317dn Magenta
 - Lexmark CX317dn Yellow
 - Lexmark CX317dn Black
- 4.2. Toners supplied are to be CE standard and must be in conformity with all EU and Maltese regulations.
- 4.3. The Toners supplied must have an expiry date of at least twelve (12) calendar months from date of delivery.

5. Submissions

5.1. Interested parties are invited to submit their quotations, according to Section 3 Terms and Conditions and Section 4 Technical Specifications as outlined in this request by not later than **21st July 2020 at noon** on the following email address: finadmin.arb@gov.mt or by post on the following postal address: **72, Market Street, Floriana**. Submission must include the following:

5.1.1. Annex I - ARB_30_2020 (attached to this RfQ)

- Section A. Providing general information and;
- Section B. The financial offer.

5.2. Clarification requests are to be sent by not later than **16th July 2020 at noon** on the following email address: finadmin.arb@gov.mt.

6. Award Criteria

6.1. The award criteria for this RfQ is the price. The cheapest administratively and technically compliant bid shall be awarded.

7. Further Information

7.1. A commitment will come about only when a contract with the successful Service Provider will be signed. Until a contract is signed, the ARB may decide not to award a contract or to cancel the procedure, without the interested parties being entitled to claim any compensation.

7.2. The ARB reserves the right not to proceed further with the RfQ process at any given time.

7.3. This Request for Quotations is in no way binding on the ARB. The ARB reserves the right to refuse any bid, even the cheapest and technically compliant offer without providing any justification.

7.4. This RfQ is without prejudice to ARB seeking alternative services.