

***Request for Quotations (RfQ) for the Supply of Customised Lanyards
complete with Card Holder***
[ARB/61/2020]

Published On: 17th November 2020

Deadline for submission of clarifications: 24th November 2020 at noon

Closing date for submission of quotations: 30th November 2020 at noon

1. Introduction

1.1. The Asset Recovery Bureau (ARB) (hereinafter referred to as the Contracting Authority) is a 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 of Customised Lanyards complete with Card Holder (hereinafter referred to as the “Lanyards”).

2.2. The total quantity of Lanyards required initially is fifty (50).

3. Terms and Conditions

3.1. The economic operator shall:

3.1.1. Provide a visual of the Lanyards within five (5) working days from date of acceptance of offer;

3.1.2. Be in a position to provide the Lanyards within five (5) working days confirmation of artwork;

3.1.3. Provide additional Lanyards within five (5) working days from date of request;

3.2. Lanyards supplied are to be CE standard and must be in conformity with all EU and Maltese regulations including the Green Public Procurement regulations.

3.3. A sample of the Lanyards may be requested for viewing during the adjudication stage. If requested, the sample must be made available for viewing within three (3) working

days of being notified to do so. If sample is not submitted within the specified timeframe, offer will not be considered further.

- 3.4. Logo for Lanyards printing will be provided in PDF format to the winning bidder.
- 3.5. The ARB reserves the right to return any items delivered, should they be found to be in a bad condition, inferior quality, and/or not in accordance with the below Technical Specifications.
- 3.6. The supplier shall replace any items returned within three (3) working days of the return of any item.
- 3.7. 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.
- 3.8. 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.
- 3.9. When putting forward an offer, the bidder is declaring that s/he is not affected by any potential conflict of interest.
- 3.10. 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.
- 3.11. Interested economic operators are to submit their offer as per Section 5 below.
- 3.12. Payment Terms - Payments shall be executed only upon the presentation of an invoice addressed to ARB and duly certified correct by ARB.
- 3.13. The Contracting Authority, however, reserves the right to terminate any contract entered into with any economic operator if the ARB is of the opinion that the Lanyards supplied by the economic operator are not satisfactory or not in accordance with the Terms and Conditions and the Technical Specifications outlined hereunder.

4. Technical Specifications

- 4.1. The lanyards shall be black in colour and shall be Sublimated with metal swivel hook.
- 4.2. Width of lanyard should be between 16mm to 20mm.
- 4.3. Printed on both sides.
- 4.4. Each lanyard is to include printed ARB logo in red colour and “Asset Recovery Bureau” in white text colour throughout the length of the lanyard.
- 4.5. The length of Lanyard should be 95cm \pm 5 cm.
- 4.6. The card holders shall be made of high quality, semi-rigid, flexible, waterproof, and tear resistant material.
- 4.7. The card holders shall be of a horizontal layout, with fastener slot and take ID size badges measuring height 5.5 cm to 6cm by width 8.5cm to 9cm.



Image 1 - Lanyard Image is for reference purpose only.

5. Submissions

- 5.1. Request for Clarifications shall be made in writing on finadmin.arb@gov.mt by not later than **24th November 2020 at noon**.
- 5.2. 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 **30th November 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:

5.2.1. Annex I - ARB_61_2020 by filling in:

- Section A. Providing general information **including declaration** concerning exclusion grounds and;
- Section B. The financial offer abiding to all Terms and Conditions and Technical Specifications mentioned under Sections 3 and 4 respectively of this RfQ, **including pertaining deceleration** section.

- 5.3. Any other form of submission different from the above may not be accepted.

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 letter of intent is communicated. Until then, the ARB may decide 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 technical compliant offer without providing any justification.
- 7.4. This RfQ is without prejudice to ARB seeking alternative services.