

***Request for Quotations (RfQ) for the Supply, Delivery and Assembly of
Ergonomic Office Chairs for the Asset Recovery Bureau
[ARB/38/2020]***

Deadline for submission of clarifications: 28/07/2020 at noon

Closing date for submission of quotations: 05/08/2020 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, Delivery and Assembly of Ergonomic Office Chairs (hereinafter referred to as the “Chairs”) to be provided at its offices in Floriana.

2.2. The allocated budget for this RfQ is that of €2,500 excluding VAT. Interested economic operators are free to submit financial offers above or below the allocated budget. However, the ARB reserves the right to accept or reject financial offers exceeding the allocated budget.

2.3. The total quantity of Chairs required is fourteen (14).

3. Terms and Conditions

3.1. The economic operator shall:

3.1.1. Be in a position to provide the Chairs within four (4) to six (6) weeks from date of order;

3.1.2. Provide on-site support within two (2) working days from request;

3.1.3. Provide a replacement for any defective Chair within four (4) working days.

3.1.4. Be responsible for the safe transport of all materials and assembly of the Chairs.

3.2. When putting forward a quotation the economic operator is confirming that the Chairs being supplied under this RfQ are new and original.

- 3.3. Chairs supplied are to be CE standard and must be in conformity with all EU and Maltese regulations including the Green Public Procurement regulations.
- 3.4. Chairs are to be delivered at ground level at 72, Market Street, Floriana.
- 3.5. A sample of the Chairs 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.
- 3.6. The warranty shall cover all parts and labour and is to remain valid for a minimum period of three (3) years from date of invoice.
- 3.7. The economic operator shall at his/her own expense, make good for any defects and/or damages identified by the Contracting Authority.
- 3.8. 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.
- 3.9. 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.
- 3.10. When putting forward an offer, the bidder is declaring that s/he is not affected by any potential conflict of interest.
- 3.11. 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.
- 3.12. 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.
- 3.13. Interested economic operators are to submit their offer as per Section 5 below.
- 3.14. Payment Terms - Payments shall be executed only upon the presentation of an invoice addressed to ARB and duly certified correct by ARB.
- 3.15. 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 Chairs 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

Type:	Ergonomic
Colour:	Black
Material:	Durable and easily cleaned
Base Structure:	<ul style="list-style-type: none"> • 5-legged star based. • Capable of rotating 360 degrees. • Adjustable height with pneumatic lift. • Black plastic or chrome base with braked double-wheel castors.
Backrest:	<ul style="list-style-type: none"> • Height adjustable. • Wraparound ergonomically shaped backrest with moulding for the spinal column, may be in foam firm padding or breathable mesh or similar.
Upholstery:	<ul style="list-style-type: none"> • Black fabric. • Easy to clean. • The fabric utilised must prevent clothes damaging.
Weight:	Holds a body weight of not less than 110kg.
Seat Height:	Seat height adjustable in various positions
Lumbar Support:	To be included.
Armrests:	<ul style="list-style-type: none"> • To be included. • Adjustable height. • Strong PVC in black, or chrome armrest with soft upholstered pads.
Mechanism:	Synchro-mechanism (synchro tilt) with body weight
Standards:	Must conform to: EN 1335-1:2000, EN 1335-2:2009, EN 1335-3:2009 OR equivalent and a certificate to this effect must be submitted upon 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 **5th August 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_38_2020 by filling in:

- Section A. Providing general information 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.

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.