



ASSET RECOVERY
BUREAU

Malta

***Request for Quotations (RfQ) for the Hiring of one Self-Drive, Low Emissions,
Light Passenger Vehicle for the Asset Recovery Bureau***

[ARB/40/2021]

Published On: 10/01/2022

Deadline for Clarifications: 17/01/2022 at noon.

Closing date for submission of offers: 21/01/2022 at noon.

1. Introduction

- 1.1. The Asset Recovery Bureau (hereinafter referred to as the ARB) is a public entity established under the Proceeds of Crime Act, Chapter 621 of the Laws of Malta.

2. Objective

- 2.1. The objective of this Request for Quotations is for the **hiring of one self-drive, low emissions, light passenger vehicle** (hereinafter referred to as Vehicle) **for a period of twelve (12) months**, subject to renewal for a further period of up to six (6) months beyond the initial expiration date, upon written approval by the ARB. In this regard, the ARB is inviting interested parties (hereinafter referred to as Service Providers or Lessors) to submit quotations.

3. Terms and Conditions

- 3.1. The Lessor must be in a position to provide the Vehicle by 12th February 2022.
- 3.2. The Service Provider shall be in possession of a full comprehensive vehicle insurance policy in respect of the Vehicle under contract and shall make good for any excess not covered by such insurance policy.
- 3.3. Any excess fee expenses related to insurance claims shall be borne by the Lessor.
- 3.4. No mileage limits shall apply.
- 3.5. No security deposit charges shall apply.
- 3.6. Emergency towing and roadside recovery services are to be included.

- 3.7. Vehicle maintenance, service and repairs costs shall be carried out by and at the expense of the Lessor. It is the responsibility of the Lessor to ensure that the necessary arrangements for these are carried out in a timely manner for the vehicle to operate according to standard.
- 3.8. The Service Provider shall clean the Vehicle externally and vacuum clean internally at least once a month, at no extra charge.
- 3.9. In case of Vehicle breakdown, theft or accident, the Vehicle should be replaced within one (1) working day;
- 3.10. No administration fee shall apply for the processing and payment of fines.
- 3.11. Fines being claimed should be accompanied by supporting documentation.
- 3.12. By submitting their offer, bidders are accepting that this procedure is regulated by Maltese Law and are deemed to be aware of all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the procedure.
- 3.13. Bidders are to submit a fixed daily rate, excluding VAT, in Euro.
- 3.14.. Complimentary Airport parking space is to be provided at no charges to the ARB.

4. Technical Specifications

Car Type	Hatchback / Saloon
Number of Doors	5-door
Capacity	5-Seater
Colour	White or Black or Dark Grey or Silver
Emissions Standard	Low Emissions
Category	Subcompact
Dimensions	Length 3.9m to 4.4m / Width 1.6m to 1.85m / Height 1.45m to 1.55m
Engine Capacity	Minimum 1197 cc
Additional Features	Air-Condition, Power Steering and Central Lock
Adverts / Branding	No adverts or company branding on vehicle

5. Payment Terms

- 5.1. Payments shall be executed only upon the presentation of an invoice issued in arrears on a monthly basis, addressed to ARB and duly certified correct by ARB.
- 5.2. Invoice should include Hire Amount (excl. VAT), VAT amount and Total in Euro.
- 5.3. Any claims for fines should be supported by pertinent documentaiton.

6. Submissions

- 6.1. Interested parties are invited to submit their quotations, according to Section 3 Terms and Conditions, Section 4 Technical Specifications and Section 5 Payment Terms, as outlined in this request by not later than 21st January 2022 **at noon** on the following email address: finadmin.arb@assetrecovery.mt .
 - 6.2. Submission must include the following:
 - 6.2.1. Annex I - ARB_40_2021 Financial Bid Form (attached to this RfQ) covering:
 - i. Section A. Providing general information including declaration concerning exclusion ground and indicating the procedure for the settlement of fines and the management of penalty points;

and

 - ii. Section B. The financial offer in rate/€ per day excluding VAT, abiding to all Terms and Conditions, Technical Specifications and Payment Terms mentioned under Sections 3, 4 and 5 respectively of this RfQ, including **declarations** referred to in the pertaining section;

and

 - iii. Section C: General Details regarding the Vehicle proposed.
- 6.3. Any other form of submission different from the above may not be accepted.
- 6.4. Clarification requests are to reach the ARB by not later than 17th January 2021 **at noon** on the following email address: finadmin.arb@assetrecovery.mt.

7. Award Criteria

- 7.1. The cheapest technically and administratively compliant bid as per Section 3 Terms and Conditions and Section 4 Technnical Specifications of this RfQ shall be awarded.

8. Further Information

- 8.1. A commitment will come about only when a contract with the successful Lessor 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.
- 8.2. The ARB reserves the right not to proceed further with the RfQ process at any given time.
- 8.3. 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
- 8.4. This RfQ is without prejudice to ARB seeking alternative services.