

26 ta' April, 2019

**NO. 04/2019 QUOTATION
(GHAWDEX)**

Il-Kummissjonarju Elettorali Principali javza li **Offerti Ssigillati**
jintlaqghu fl-Uffiċċju tal-Kummissjoni Elettorali sal-: **10.00 a.m. ta'**
nhar il-Ħamis id-9 ta' Mejju, 2019,

ghall-provista ta' **Trasport ta' materjal elettorali lejn diversi**
postijiet tal-votazzjoni u ta' persuni minn lokalitajiet
f'Ghawdex lejn lokalitajiet ohra f'Ghawdex
il-Ġimgħa l-24 u s-Sibt il-25 ta' Mejju, 2019.

Offerta Numru 04/2019

SKEDA 'A'

Il-Gimgha 24 ta' Mejju, 2019 - Tluq mill-Iskola Gozo College, Skola Sekondarja, Trig I-Ewropa, Ir-Rabat, Ghawdex lejn il-postijiet tal-votazzjoni hekk:

ROTTA "G1":- Rabat, Marsalforn, Xaghra, Nadur, Qala, Ghajnsielem

ROTTA "G2":- Xewkija, Sannat, Munxar, Fontana, Kerċem, Santa Luċija, San Lawrenz, Għarb, Għasri & Żebbuġ

Nru. ta' vetturi li ser jintużaw	Numru ta' passiġġieri f'kull vettura	Prezz kull vettura (inkluż kull taxxa applikabbli iżda jeskludi VAT) €	Prezz Totali (inkluż kull taxxa applikabbli iżda jeskludi VAT) €
2 Mini-buses			
2 vans magħluqa			

SKEDA 'B'

Is-Sibt 25 ta' Mejju, 2019

Trasport ta' persuni minn lokalitajiet f'Ghawdex lejn lokalitajiet ohra f'Ghawdex

Nru. Ta' Vetturi	Destinazzjoni	Prezz € (inkluż kull taxxa applikabbli iżda jeskludi VAT)
1 Coach / Bus 5.30 a.m.	min Marsalforn - Victoria	
1 Coach / Bus 5.30 a.m.	mix-Xlendi - Victoria	
1 Coach / Bus 5.45 a.m.	min Victoria - Xaghra - Marsalforn	
1 Mini-bus 5.45 a.m.	min Victoria - Kerċem – Santa Luċija	
1 Coach / Bus 5.45 a.m.	min Victoria - San Lawrenz – Għarb – Għasri – Żebbuġ	
1 Coach / Bus 5.45 a.m.	min Victoria - Nadur – Qala	
1 Coach / Bus 5.45 a.m.	min Victoria - Fontana - Munxar - Sannat	
1 Coach/ Bus 5.45 a.m.	min Victoria - Xewkija – Ghajnsielem	
2 Coaches/Buses 9.30 p.m.	Victoria (Gozo College, Boys Secondary) sal-Imgarr (Ferry)	
	TOTAL	€

ELEZZJONIJIET – 25 TA’ MEJJU, 2019

Offerta Numru 04/2019

Trasport ta’ persuni minn lokalitajiet f’Ghawdex lejn lokalitajiet ohra f’Ghawdex

Isem: _____

Indirizz: _____

Tel. (Fixed) _____ Fax: _____

Tel. (Mobile) _____

e-Mail address _____

Nru. tal-VAT: _____

Firma ta’ min jaghmel l-offerta: _____

Numru tal-I.D. Card: _____

Data: _____

ELEZZJONIJIET - 25 TA' MEJJU, 2019

SEJHA GHAL OFFERTA NUMRU: 04/2019

KUNDIZZJONIJIET:

1. It-trasport għandu jsir b'vetturi liċenzjati mill-awtorita' kompetenti u koperti b'polza ta' assigurazzjoni skont il-liġi.
2. Huwa stmat li jkun hemm hteġa ta' madwar 11-il vettura daqs ta' coach/bus/mini-bus skont l-iskedi annessa iżda l-Kummissjoni Elettorali tista' żżid jew tnaqqas dan l-ammont. L-informazzjoni li fiha l-iskeda annessa ma' din l-offerta hija biss indikattiva u mhix finali.
3. Ma jkunx permess li waqt it-twettiq ta' trasport taht dan il-kuntratt il-Kuntrattur iħalli persuni mhux awtorizzati mill-Kummissjunarju Elettorali Prinċipali jew rapprezentant tiegħu li jirkbu xi vettura waqt il-vjaġġ.
4. L-aċċettazzjoni ta' waħda jew iżjed mill-offerti taht dan il-kuntratt ma timpedix lill-Kummissjoni Elettorali milli tagħmel użu minn vetturi oħra mhux taht dan il-kuntratt meta u skont kif ikun neċessarju.
5. Il-Kummissjoni Elettorali żżomm id-dritt li ma taċċetta l-ebda offerta, l-anqas l-aktar waħda vantagguza, u li taqsam ix-xogħol bejn tnejn jew iżjed Kuntratturi.
6. Il-Kuntrattur għandu jipprovdi, f'kull hin matul il-ġurnata jew lejl, dak in-numru ta' vetturi meħtieġa mill-Kummissjoni Elettorali.
7. Jekk il-vetturi offruti mill-kuntrattur ikunu jvarjaw fil-kobor u f'kemmm jesgħu kaxxi u passiġġieri, tkun il-Kummissjoni Elettorali biss li tiddeċidi liema jkunu daww il-vetturi, skont id-daqs tagħhom, li jintużaw fil-postijiet tal-votazzjoni partikolari.
8. Il-Kuntrattur irid jipprovdi **sas-17 ta' Meju, 2019**, lista tan-numri tar-registrazzjoni tal-vetturi bl-ismijiet, il-kunjomijiet, numri tal-karta tal-identita' u numri tal-*mobile* tax-xufiera relattivi.
9. Il-prezz għandu jinkludi kull taxxa, iżda jeskludi l-VAT. Jekk ma jkunx indikat mod iehor fl-Offerta l-prezzijiet ikkwotati jkunu meqjusa li jinkludu t-taxxi kollha.
10. Għal kull vjaġġ li jsir, il-Kuntrattur jew ir-rapprezentant tiegħu għandu jkollu l-approvazzjoni bil-miktub tar-rapprezentant tal-Kummissjoni Elettorali. In-numru ta' vjaġġi flimkien mal-approvazzjoni tagħhom għandhom jintbagħtu mal-kont tal-Kuntrattur biex isir il-hlas tal-Kummissjoni.

11. Il-Kummissjoni Elettorali tista' tissospendi lill-Kuntrattur jew xi mpjegat tiegħu jekk dawn jonqsu li jobdu xi ordni tal-Kummissjoni Elettorali jew tar-rappreżentant tagħha.
12. Bil-firma tiegħu fuq id-dokumenti ta' din l-Offerta, il-Kuntrattur ikun qiegħed jiċċertifika li bl-ebda mod hu ma jkun irranga l-ammont tal-Offerta b'xi ftehim ma' xi persuna li tefgħet jew ser titfa' Offerta. Il-Kuntrattur jobbliga ruħu wkoll li ma jinforma lill-hadd bl-ammont jew bl-ammont approssimativ tal-Offerta tiegħu u li qiegħed jintrabat li ma jidhlox jew ma jkunx daħal f'xi ftehim, qbil jew arrangament, formali jew informali, legittimu jew mhux, ma' xi persuna sabiex jew wiehed jew il-parti l-oħra ma tissottomettix Offerta jew dwar l-ammont ikkwotat ta' xi Offerta li ssir. Il-kelma "persuna" msemmija hawnhekk tinkludi kwalunkwe persuna, għaqda, assoċjazzjoni jew entita' oħra. Jekk jirriżulta dan il-każ il-Kummissjoni Elettorali jkollha d-dritt li ma tagħtix l-Offerta, li twaqqaf il-kuntratt jew li żżomm il-hlas dovut skont kif tiddeċidi hi.
13. Il-Kuntrattur huwa mgħarraf li kull forma ta' arrangament kollużiv bejn kompetituri li jinkludi wkoll manipulazzjoni tal-proċedura ta' sejha għal offerti (*bid rigging*) jikkostitwixxi ksur tal-liġi tal-kompetizzjoni u kull intrapriża li tikkometti dan il-ksur tista' tehel multa amministrativa taħt l-Att dwar il-Kompetizzjoni (Kap. 379).
14. Il-Kuntrattur ma jistax jitransferixxi xi doveri jew obligazzjonijiet taħt dan il-kuntratt lill-terzi persuni mingħajr permess speċifiku mitlub minn qabel u bl-approvazzjoni mill-Kummissjoni Elettorali.
15. Jekk xi dettalji ma jimtlewx fil-post speċifikat fuq l-iskeda, l-offerta tista' ma tkunx ikkunsidrata.
16. Fl-eżekuzzjoni ta' dan il-kuntratt il-Kummissjoni Elettorali tkun rappreżentata mill-Kummissjunarju Elettorali Prinċipali jew rappreżentant appuntat minnu.

1. Terms and Conditions:

This call for quotations is for transport services to the Electoral Commission as per attached technical specifications.

2. Instructions to Applicants:

2.1 Please note that quotations should be in Euro currency. Prices quoted are to be quoted Duty Delivery Paid but exclusive of VAT. Where a payment transaction does not include a currency conversion, the payee shall pay the charges levied by his payment service provider, and the payer shall pay the charges levied by his payment service provider.

2.2 Quotations are to be either sent via email on electoral.office@gov.mt or deposited by hand in the Tender Box at the Electoral Office, Evans Building, Merchants Street, Valletta VLT2000.

2.3 Quotations must be valid for a minimum of 150 days.

2.4 Delivery costs must be included in all received quotations.

2.5 Should the ordered services not be rendered as stipulated in the quote submitted by the awarded applicant as agreed, the Electoral Commission reserves the right to:

- impose Penalties.
- seek the purchase of such services from other suppliers.
- cancel the contract.

2.6 Clarifications can be sought up to TWO WORKING DAYS before the closing date. Any queries and requests for clarifications are to be sought only via email on electoral.office@gov.mt . All clarifications will be posted by the Electoral Commission within a reasonable time on the notice board at the Electoral Office, Evans Building, Merchants Street, Valletta.

2.7 Applicants must quote all components of the price inclusive of taxes, customs and import duties and any discounts but exclusive of VAT. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.

2.8 If the applicant offers a discount, the discount must be absorbed in the rates of the Financial Bid. The prices for the contract must include all of the supplies/works/services to be provided. The prices quoted are fixed and not subject to revision or escalation in costs.

2.90 Applicant is to submit a signed copy of the Statement on Conditions of Employment and Minimum Hourly Workers' Costs forms attached hereunder.

3. Services offered that do not conform to specifications will not be considered.

4. Call will be awarded to the cheapest offer which is fully compliant with the Administrative, Technical and Financial requirements.

5. Please note that it is entirely the Applicant's responsibility to ascertain that the quote is submitted BEFORE the deadline for submission of quotations.

The Electoral Commission, Merchants Street, Valletta

Form 1 - Statement on Conditions of Employment

1. It is hereby declared that all employees engaged on this contract shall enjoy working conditions including wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.
2. It is hereby declared that no part of the services to be provided under this contract shall be sub-contracted to an economic operator who has in his employment employees, who are already in employment with the bidding entity and are carrying out, with the sub-contractor, the same or very similar duties as those in their contract of employment with the bidding entity.
3. The sub-contractor/s agree to all the conditions listed in this statement.
4. It is hereby declared that the service being provided under this contract will be carried out solely by the bidding entity employees, or bona fide self-employed individuals. No work will be carried out by persons designated as self-employed where their actual employment status in terms of the Employment Status National Standard Order LN 44/2012 is that of an employee.
5. It is hereby declared that all the employees of the bidding entity, whether providing services to the contracting authority or not, have a written contract of service and are registered with the competent authority of my country, which in the case of Malta is the Employment and Training Corporation. If this tender is awarded to us, we shall furnish a list of employees who will be providing the services. Copies of the written contracts of service of the employees will be available at any time for inspection.
6. It is hereby declared that the bidding entity's employees shall be given a detailed payslip containing all relevant details including the amount paid, normal hours worked, overtime hours, hours worked on Sundays and Public Holidays, hours availed of as leave or sick leave, a breakdown of bonuses/allowances as well as deductions made (such as social security contributions and income tax).
7. It is hereby declared that all the wages/salaries of the bidding entity's employees are paid only by direct payment in the employee's bank account.
8. It is hereby declared that the relevant bank statements of wage/salaries' deposit and copies of the detailed payslips will be made available as and when required by the Director of Industrial and Employment Relations.
9. It is hereby declared that if the bidding entity is found in breach of any of the above declarations it is accepted that this contract will be terminated and that we will have no right to be compensated for any damage we may have suffered or will suffer in the future in respect to this termination.
10. A list of the minimum hourly workers' costs involving the provision of the employees' services in this tender is being attached.

Signature

Name of Signatory

I.D. No.

Name of bidder/contractor

Date

FORM 2 - MINIMUM HOURLY WORKERS' COSTS

The applicant is to fill in this form and attach it as indicated in the Instructions to Applicant section of the document.

The employee's cost per hour of work is worked out on the following:

Basic Hourly Rate	
Vacation Leave	
Bonus/Weekly Allowance	
Public Holidays	
Total	