



Reference No: 04/2024

**CALL FOR QUOTATION FOR THE REMOVAL AND
DISPOSAL OF SHREDDED PAPER AND OTHER
RECYCLED MATERIAL AT THE ELECTORAL COMMISSION**

Date Published: 9th July, 2024

Deadline for Submission: 16th July, 2024 at 12:00pm CET

Opening Session: 16th July, 2024 at 12:00pm CET

OFFICE OF THE ELECTORAL COMMISSION

COUNTING HALL COMPLEX, EX. TRADE FAIR GROUNDS, NAXXAR, MALTA

TEL: 2558 3000 EMAIL: electoral.office@gov.mt

Table of Contents

Section A: Instructions	1
Section B: General Information.....	1
Section C: Details of Information Requested	5
Section D: Additional Information	6

Section A: Instructions

1. Response to this CfQ is to be submitted to the following email address:
procurement.electoral@gov.mt.
2. All submissions will be dealt with in strictest confidence.

Section B:

General Information

1) Purpose

The purpose of this Call for Quotation (CfQ) is the *Removal and Disposal of Shredded Paper and other recycled material at the Electoral Commission.*

2) Beneficiary

The beneficiary of this CfQ is the Electoral Commission. Please refer any inquiries to:

The Electoral Commission

Counting Complex

Ex-Trade Fair Grounds

Naxxar

Telephone: 25583100

E-mail: procurement.electoral@gov.mt

3) Scope and Terms & Conditions

The Electoral Commission is currently asking for quotes from established and specialized Contractors for the *Removal and disposal of shredded paper and other recycled material, which pertain to the Electoral Commission.*

The Call for quotes includes the collection and separation of shredded paper and other recycled material based on the following criteria:

- A. Provision of a shredding service **on site** only when requested by the Electoral Commission.

In view of the highly sensitive information and to guarantee maximum confidentiality, shredding must be undertaken on-site, and may be under the supervision of an Electoral Commission Representative.

The Electoral Commission will provide the shredding service with its own shredding equipment on-site; however, the Economic Operator should ensure that provision of shredding equipment is available as and when required by the Electoral Commission.

- B. Provision of skips for bundling materials. "On loan" skips holding a minimum capacity of 1,000 Litres each, should be kept on site.

The minimum number of skips to be kept at the Electoral Commission should not be less than eight (8).

- C. Collection of shredded paper and material ready for recycling.

The sensitive paper and material to be destroyed consists mainly of:

- Printed papers;
- Plastic;
- Corrugated sheets; and
- Synthetic paper

- D. Furthermore, the Electoral Commission will also be offering for sale the shredded paper and recycled material end product.

4) Execution of the Contract

The Service Provider will be contacted by the Electoral Commission to carry out the necessary services. All emergency calls are to be attended to within 24 hours.

The contract shall run for a period of three (3) years from commencement date (last signature on contract agreement). The Electoral Commission reserves the right to extend the duration of the agreement with a further period of one (1) year on the mutual consent of both parties, at the same rates and conditions of the contract.

Section C

Details of information requested

1) General Economic Operator Information

The Contracting Authority is asking interested Economic Operators to submit a response containing, the following information:

- Recognition of being an Eco-friendly company that cares for its stakeholder data protection.

2) Specific Project Overview

The contractor shall be responsible for the collection of shredded paper and other recycled material.

Furthermore, the Electoral Commission will also be offering for sale the shredded paper and recycled material end product.

The contractor must:

- A. Provide shredding services on site only when requested the Electoral Commission. Every document contains sensitive and important information, thus, to guarantee maximum confidentiality, shredding should be undertaken on-site.

The Electoral Commission has its own shredding equipment and shredding will be done solely by the Electoral Commission. However, the Economic Operator should ensure that provision of shredding equipment is available as and when required by the Electoral Commission. Moreover, the Economic Operator should provide on-site equipment to shred the material for whatever volume the Electoral Commission may have.

- B. Provide, at his own expense, a minimum of 8 skips for bundling materials.
- C. Pack and seal the shredded paper and recycled material on site or at the bidders' own premises.
- D. Clean the site from all Sensitive Data paper and recycled material.

- E. Collect materials ready for recycling. The Economic Operator must be willing, at his own expense, to take the shredded paper and recycled material to the recycling facility with very low emission trucks. Hence, it is within the Contractor's responsibility to ensure the whole operation will be carried out in a health and safety manner.
- F. Accept the sale of the shredded paper and recycled material product. The Electoral Commission is also imposing the obligation on the successful contractor to buy the shredded paper and material for recycling.

3) Response Format and Award Criteria

Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the Electoral Commission in the Call for Quotation.

The sole award criterion will be the **Price**.

Economic Operators will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.

No rectifications shall be allowed. Only clarifications on the submitted information may be requested. Bidders will be requested to clarify the submitted information within five (5) working days from notification.

Section D

Additional Information

The Agreement may be terminated by either party at any time by giving 30 days' notice in writing to the other party.

Economic Operators who are interested in this procurement are to fill the Schedule of Rates/Bill of Quantities (Annex I).

Annex I

BILL OF QUANTITIES

Details of the Company: _____

Full Name of Company: _____

Address if Company: _____

Full Name of Contact Person: _____

Contact Telephone Number: _____

Email address: _____

VAT Number: _____

Item No.	Description	Approximate Payload	Rate per Kilo (including all other applicable charges but Excluding VAT)
1	Sale of shredded paper and recycled material.	1 Kilogram	

Expenses:

Item No.	Description	Rate Per Hour
1	Shredding service on site as and when required.	