



ELECTORAL COMMISSION
Counting Complex,
Ex Trade Fair Grounds,
Naxxar
MALTA

Reference No: 06/2024

CALL FOR QUOTES BY THE ELECTORAL COMMISSION FOR THE SUPPLY OF SECURITY SEALING TAPE

Date Published: 30th August, 2024

Deadline for Submission: 6th September, 2024 at 12:00pm CET

Opening Session: 6th September, 2024 at 12:00pm CET

OFFICE OF THE ELECTORAL COMMISSION

Counting Complex, ex Trade Fair Grounds, Naxxar

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

1. Terms and Conditions

- 1.1 The purpose of this Call for Quotation (CfQ) is the supply of 25,200 meters of Security Sealing Tape for the Electoral Commission, packed in rolls of not more than 70 meters each.

2. Specifications

- 2.1 The Security Sealing Tape is intended for securing carton boxes with high-value contents.
- 2.2 The tape should have custom made wording (invisible print):
"KUMMISSJONI ELETTORALI – MALTA"
- 2.3 The Security Sealing Tape must have the following:
- Material: Self-wound polypropylene
 - Colour: Yellow
 - Roll Width: 50mm to 55mm
 - Roll Length: not more than 70mtrs
 - Application: by hand or with a hand held dispenser
 - Inside Core: 75mm
- 2.4 The Security Sealing tape should consist of two layers that are separated when the upper tape is removed, leaving a thin plastic film on the surface of the item sealed. The custom made wording as per clause 2.2 must appear on the surface when the upper layer is removed.

3. Instructions to Bidders

- 3.1 Quotations submitted should be in **Euro currency**. Prices quoted are to be quoted Duty Delivery Paid and VAT is to be quoted separately. Where a payment transaction does not include a currency conversion, the payee shall pay the charges levied by his payment service provider.
- 3.2 Bidders must quote all components of the price **inclusive** of taxes, customs and import duties and any discounts. Bidders not registered with the VAT authority in Malta, must **still** include in their financial offer any VAT that the Electoral Commission may have to pay either in Malta or the country where the applicant is registered irrespective of the reverse charge mechanism. The financial offer will be considered as the total financial cost to the Electoral Commission including any VAT that may have to be paid not through the winning bidder. Except as may otherwise be provided for in the contracts, no payment will be made for items which have not been costed.

- 3.3 Quotes can either be **deposited by hand** in the Tender Box at the Electoral Office, Counting Complex, ex Trade Fair Grounds, Naxxar, or else submitted **through an email** to the following email address: procurement.electoral@gov.mt
- 3.4 Quotation must be valid for a minimum of 90 days.
- 3.5 Delivery costs must be included in all received quotations.
- 3.6 The Electoral Commission reserves the right to impose penalties amounting to €20.00 per calendar day if services are not rendered as stipulated in the quoted submitted by the contractor.
- 3.7 Samples are to be provided with each Quotation submitted and to be delivered to:**
- Electoral Office
Counting Complex,
Ex Trade Fair Grounds,
Naxxar.**
- Samples are to be labelled with Bidder name, Name of item and Quote reference. Unlabelled samples will not be considered.**
- 3.8 Clarifications can be sought up to THREE (3) WORKING DAYS before the closing date. Any queries and requests for clarifications are to be sought only via email on procurement.electoral@gov.mt. All clarifications will be posted by the Electoral Commission within a reasonable time on the notice board at the Electoral Commission, Counting Complex, ex Trade Fair Grounds, Naxxar.
- 3.9 All quotations must include the Manufacturer's Details. The Electoral Commission reserves the right to disqualify any quotations which do not include such details.
- 3.10 If the bidder 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 to be provided. The prices quoted are fixed and not subject to revision or escalation in costs.

4. Literature

- 3.11 Relevant literature about the product being offered is to be submitted with the quotation.

5. CE Marking

The clauses in italics are applicable only for Products which must carry the CE Mark as per Maltese and European Legislation.

- *Applicants must conform with CE standards and any applicable local legislations and thus, shall be bound to submit the Declaration of Conformity upon request. (where applicable)*
- *Quoted Item is to include CE mark wording, basic compliance requirements and certifications on specifications. The CE mark is to be present on the outer pack, instructions leaflet, and where possible, on the product itself. The CE-mark must be in a specific format as shown in Figure 1. No other marks will be considered acceptable. (where applicable)*



Figure 1 – CE Mark

- *Quoted Item is to display relevant information and warnings as specified in Annex 1 Section 13 of Directive 93/42/EEC. (where applicable)*
- *Given information, specifications and manuals must be in English or Maltese. Applicants submitting information, specifications and manuals in other languages only will be automatically disqualified. (where applicable)*
- *The outer pack and leaflet of the Quoted item is to bear the FULL name and address of the manufacturer. The product itself, where possible, must also bear the FULL name and address of the manufacturer. If the manufacturer is based outside the EU, the full name and full address of his officially appointed EU authorised representative must also be present. Thus, products manufactured outside the EU are to bear TWO addresses. (where applicable)*

- *Sterile devices, measuring devices medium-to-high risk devices, must bear the Notified Body 4-digit number. (where applicable)*

- 4. Services offered that do not conform to specifications will not be considered.**
- 5. Call will be awarded to the cheapest offer which is fully compliant with the Administrative, Technical and Financial requirements.**
- 6. Please note that it is entirely the Bidder's responsibility to ascertain that the quote is submitted BEFORE the deadline for submission of quotations.**

The Electoral Commission
Counting Complex,
Ex Trade Fair Grounds,
Naxxar.

FINANCIAL BID
CALL FOR QUOTES BY THE ELECTOTAL COMMISSION
FOR THE SUPPLY OF SECURITY SEALING TAPE

REFERENCE NO: 06/2024

Breakdown of Costs

All prices to be submitted in Euro Currency.

Bidder Information:

Full Name: _____

Address: _____

Full Name of Contact Person: _____

Contact Telephone Number: _____

Email Address: _____

VAT number: _____

Call Reference and Date: _____

Item No.	Description	Quantity	Unit Cost including Duties & Other Taxes/Charges (Delivery Duty Paid-DDP) but excluding VAT €
A	SUPPLY OF SECURITY SEALING TAPE		
GRAND TOTAL INCLUDING DUTIES & OTHER TAXES/CHARGES (DELIVERED DUTY PAID-DDP) BUT EXCLUDING VAT			

Signature