



Publ. Ref: Call for Quotations:

CQ002/2017: Water Supply and Lease of hot/cold water stand-alone dispensers

Date Published: 10th January 2017

Closing Date: 17th January 2017 at 10:00 CET

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Call for Quotations CQ002/2017: Water Supply and Lease of hot/cold water stand-alone dispensers

Quotations marked **Call for Quotations CQ002/2017: Water Supply and Lease of hot/cold water stand-alone dispensers** shall be received by not later than the **Tuesday, 17th January 2017 10:00h** by email on procurement.ohsa@gov.mt

General Instructions & Scope of Call:

Submitted offers are expected to adhere to the following requirement/s:

1. Leasing of 4 upright hot & cold water dispensers, for the duration of the whole consumption of the respective supply
2. Lease includes maintenance, repair, or replacement within 24 hours of reporting fault (Monday-Friday). The lesser shall at own expense maintain the assets in good repair, condition and working order
3. It is also the scope of this call that lease of appliances shall be at no added cost other than the supply of table water
4. Appliances, which are to be located on various levels at the OHS's premises in Pieta', are to be sanitised on a yearly basis during the month of January
5. Cost of any applicable deposit (if any), not exceeding €10 per empty bottle and not exceeding €35 for each appliance, is to be specified in the submission
6. Supply of 250 table water bottles (indicative amount) of 18.9 Litre per bottle, being the average yearly consumption of OHS
7. Stock retention (at OHS): 12 bottles
8. Consumption of table water supply need not be taken up during a period of one year but according to demand
9. Cost of unconsumed table water, paid upfront within the account, shall be refunded to the lessee should there be a breach of contract and the necessity to terminate agreement
10. Price/s quoted should be per bottle delivered, inclusive of VAT
11. Agreement may be renewed at the discretion of the OHS for a further quantity of supply and duration of lease as determined by OHS on the same terms and conditions and rates awarded for this call
12. An advance payment equivalent for the relative deposits (on bottles and appliances) may be made at the signing of the contract. Subject to correct verification of deliveries, subsequent payments will be made not later than 30 days from the end of each quarter against invoice. The advance payment will be deducted from final bill at termination of contract.
13. Door to door delivery: Monday – Friday, 08:00 – 12:00h, minimum weekly, against acknowledgment of receipt
14. Installation, commissioning and supply of water within 2 working days from award
15. A visual image of appliances offered is required
16. Telephone number and details of contact person in charge of deliveries/implementation of contract
17. Although it is the primary intention of OHS to procure all the items required in this call from a single supplier, for cogent reasons, OHS reserves the right of accepting any quotation wholly or in part, or of dividing the purchase among two or more suppliers. Although preference will be given to the most cheap compliant offer, OHS is not bound to accept the lower of any offer and likewise to give reasons for the acceptance or rejection of any particular offer. At all stages of this procurement process, the supply of the items may be subject to quality assurance assessments or compliance verifications which might result in rejection should the supply of water and/or appliances not meet the desired quality levels.



Table 1: Bill of Quantities

Quantity* <i>*Supply of 250 (indicative amount) table water bottles of 18.9 Litre per bottle, being the average yearly consumption of OHS</i>	Item Description	Price per bottle delivered, inclusive of VAT
1	18.9 litre table water bottle	€

Quantity (Stock retention of 12 bottles)	Item Description	Deposit charge per empty
1	Cost of deposit (if applicable) not exceeding €10 per empty bottle	€

Quantity (Leasing of 4 upright hot & cold water dispensers)	Item Description	Deposit charge per appliance
1	Cost of deposit (if applicable) not exceeding €35 for each appliance	€



Operational and Technical Requirements:

Hot/cold water stand-alone dispensers each having three independent switches controlling the cold water, hot water and fridge, as detailed in the pertinent list of requirements (refer to *Table 2: Operational and Technical Specifications*).

Table 2: Operational and Technical Specifications

Operational and Technical Requirements:	Double click on check box as applicable
Status Electrical supply active: All switches ON shall dispense cold water, hot water and have fridge cooling	<input type="checkbox"/>
Status Electrical supply active: Cold water only switched OFF shall dispense room temperature water (through cold water tap), hot water and fridge cooling	<input type="checkbox"/>
Status Electrical supply active: Hot water only switched OFF, shall render cold water, room temperature water (through hot water tap) and fridge cooling	<input type="checkbox"/>
Status Electrical supply active: Fridge only switched OFF, shall dispense cold and hot water from respective taps whilst fridge is not in cooling mode	<input type="checkbox"/>
Appliance colour white, each having a fridge cabinet, attached cup dispenser holder and at least one height adjustable shelf	<input type="checkbox"/>
Submissions are to include a certificate of conformity (CE marked)	<input type="checkbox"/>
Appliance are to be of low energy consumption The overall wattage is being declared as	<input type="checkbox"/> _____ Watts
A visual image of equipment offered is being attached	<input type="checkbox"/>



Award/Rejection Criteria:

Although it is the primary intention of the OHS to procure all the items required in this call [CQ002/2017: **Water Supply and Lease of hot/cold water stand-alone dispensers**] from a single supplier, the OHS reserves the right of accepting any quotation wholly or in part, or of dividing the purchase among two or more suppliers. Although **preference will be given to the cheapest compliant offer**, OHS is not bound to accept the lower of any offer and likewise to give reasons for the acceptance or rejection of any particular offer. At all stages of this procurement process, the supply of the items may be subject to quality assurance assessments or compliance verifications which might result in rejection should the supply of water and/or appliances not meet the desired quality levels.

Clarifications:

Clarification information may also be obtained until Friday, 13th January, 10:00h from procurement.ohsa@gov.mt

Results:

- The result of the opening session will be published on the OHS's notice board for 10 consecutive working days after the closing date. The schedule would include bidders' name and prices offered.
- The successful bidder will be notified within 2 working days from the closing date for submissions.

All submissions will be acknowledged by email.



Instructions to bidders:

You are kindly requested to submit your quote/s for the above items by **COMPLETING IN FULL Table 1: Bill of Quantities**. All quotes should include the following information:

Table 3

Full Name of Supplier	
Address of Supplier	
Full Name of Contact person	
Contact Telephone / Mobile / Number	
e-mail Address	
VAT Number	
Quotation Date	
Literature, Drawings, Digital Images and / or technical data of item being quoted, and sample if required.	
Specify Delivery Date	
Should chosen supplier's data not be included in the OHSA's database, the successful bidder will eventually be asked to forward a completed <i>Suppliers Data Sheet (template attached as part of this call)</i> for accounting purposes.	
Payment terms & method of payment: by cheque or SEPA Direct credit transfer	An advance payment equivalent for the relative deposits (on bottles and appliances) may be made at the signing of the contract. Subject to correct verification of deliveries, subsequent payments will be made not later than 30 days from the end of each quarter against invoice. The advance payment will be deducted from final bill at termination of contract

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