



DEPT. REF: GCOL Q 02/2020

QUOTATION FOR THE SUPPLY AND DELIVERY OF COMPANY TIMETABLES

Date Published: 10 July 2020

Closing Date: 31 July 2020 at 10:00am CET

Free of Charge

IMPORTANT:

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Clarifications shall be uploaded and will be available to view/download from www.gozochannel.com

Gozo Channel (Operations) Limited
The Brokerage, Level 2, St. Martha Street, Victoria, Gozo

QUOTATION FOR THE SUPPLY AND DELIVERY OF COMPANY TIMETABLES GCOL Q 02/2020

1. Scope and purpose of this call

1.1 Introduction

- 1.2 Gozo Channel (Operations) Limited is seeking quotations for the printing and delivery of Company timetables as per specifications required in Section 3 of this document.
- 1.3 Applicants shall submit the quotation as per the stipulated format in Annexes 1 to 4. Each application submitted in response to this call for quotations must clearly indicate the details of the applicant as per the attached documentation.

2. Quotation Process

2.1 Method of Submission

- 2.1.1 Applicants are required to complete and submit the following documents (as per attached forms in Annexes 1, 2, 3, and 4).
- a. Annex 1: Details of Bidders Form
 - b. Annex 2: Bidders Statement
 - c. Annex 3: Sub Contracting Form
 - d. Annex 4: Financial Offer Form

Quotation documents should be closed in a sealed opaque envelope, with the Quotation No and the Description of the Quotation clearly marked on them and deposited in the tender box, (Accounts Dept, Gozo Channel (Operations) Ltd, The Brokerage, Level 2, St. Martha Street, Victoria, Gozo) by the time and date set for the submission of applications. Moreover, bidder must submit, brochures/literature being proposed in bid (where applicable).

Late Submissions will not be accepted.

- 2.1.2 Each quotation document must be duly signed by the applicant. In the case of a registered company this must be signed by an authorized representative of the company.
- 2.1.3 By submitting a quotation the applicant shall be deemed:
- i. To have understood and accepted all the contents of this quotation document;
 - ii. To be in a position to carry out all the services included in the quotation; and
 - iii. To have accepted the conditions, payment terms and requirements under which the services required would be contracted.

2.2 Award of Quotation

- 2.2.1 Gozo Channel (Operations) Ltd reserves the right to reject any quotation/offer. Moreover, Gozo Channel (Operations) Limited reserves the right to cancel the whole quotation procedure and reject all quotations. Gozo Channel (Operations) Limited reserves also the right to initiate a fresh call for quotations. In the event of a quotation procedure's cancellation, bidders will be notified by Gozo Channel (Operations) Limited. Cancellation may occur where: the quotation procedure has been unsuccessful, namely where no qualitatively or financially worthwhile quotation has been received or there has been no response at all; the economic or technical parameters of the quotation have been fundamentally altered; exceptional circumstances or force majeure render normal performance of the quotation impossible; all technically compliant quotations exceed the financial resources available and there have been irregularities in the procedure, in particular where these have prevented fair competition. In no circumstances will Gozo Channel (Operations) Limited be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a quotation, even if Gozo Channel (Operations) Limited has been advised of the possibility of damages.
- 2.2.2 Gozo Channel (Operations) Ltd shall not be bound to select any application, and will not accept responsibility for any expense or loss which may be incurred by any applicant. In so doing Gozo Channel (Operations) Ltd shall not be liable to give any reason whatsoever.
- 2.2.3 Subject to Clause 2.2.1 and 2.2.2, Gozo Channel (Operations) Ltd will issue a Letter of Acceptance/Purchase Order in favour of the selected bidder.

3. Technical Specifications

This call for quotation involves printing services on two kinds of documents, namely:

- (1) Summer Timetables
- (2) Winter Timetables

Gozo Channel (Operations) Limited requires approximately one hundred thousand (100,000) copies of Summer timetables and one hundred thousand (100,000) copies of Winter timetables (low season); ***Final figure may vary accordingly (as this is an indicative figure only) to Company exigencies.*** Gozo Channel (Operations) Limited will not be liable for any charges, fines, fees and/or expenses if the total amount of timetables ordered is less than call for quotation figures. If Gozo Channel (Operations) Limited places orders more than the above quantities, then the same rate will be applied to the additional amount/s ordered. Prices of printed material must remain the same as per bid price submitted for the duration of this quotation (one year). Gozo Channel reserves the right to extend this contract by another year, on the same rates, terms and conditions as that of the first year.

The Company shall be authorised to *ipso iure* terminate this agreement in case the Company does not remain in operation. Moreover, if during the duration of the Contract, Gozo Channel (Operations) Limited ceases to operate, and therefore the Contract will no longer be effective, Gozo Channel shall not in so doing incur any damages, expenses or any addition costs whatsoever from the Contractor.

Gozo Channel (Operations) Limited requires quotations for timetables to be printed in four leaf (copy of four leaf timetable can be found in Appendix A).

With respect to timetables the following technical specifications have to be observed:

Paper quality - Art Paper

Paper size - 28x13cm x 4 fold

Paper wt. - 130 - 180gsm

Printed in Full colour on both sides

Gozo Channel (Operations) Limited reserves the right to order timetables in a number of batches, which when added up, will make the total annual amount requested as per above, at the sole discretion of the Company.

Contractor must include within timetables a number of advert/s that Gozo Channel (Operations) Limited may request to be included and inserted free of charge (maximum amount of adverts that can be inserted within one timetable is two (2) in number. This cost is to be borne solely by the Contractor. Gozo Channel (Operations) Limited will provide the Contractor with advertising artwork/s (maximum five (5) different adverts) to be included within the timetables as requested by Gozo Channel (Operations) Limited. Gozo Channel (Operations) Limited reserves the right to change the advertising artwork/s at its discretion. Gozo Channel (Operations) Limited reserves the right to request the Contractor to include multiple advertising artwork/s within the timetable at no extra cost.

Contractor must deliver timetables within five (5) days from written instructions by Gozo Channel (Operations) Limited.

The amount of liquidated damages for every disruption in the provision of supply and delivery of timetables during the contract period shall be Euro 250.00 (Two Hundred and fifty Euro) per day each order up to a limit of 25% of the total contract value. These penalties do not include the penalties chargeable in case of non-compliance with pre-established service levels as per Section 3 - Technical Specifications of this quotation document.

Bidder to supply together with his bid, sample of art paper to be used for timetables.

4 Terms of Reference

- 4.1 Bidders are requested to submit the total cost excluding VAT (as specified in Annex 4)
- 4.2 Bidders are requested to also submit the following documentation (as specified in Annexes 1, 2, and 3):
 - i. Bidders are to submit a declaration that the employees engaged on this contract cannot be employed on a self-employed basis (as specified in Annex 2).
 - ii. Sub contracting to be performed during the course of this contract (As specified in Annex 3).
- 4.3 Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by Gozo Channel (Operations) Limited/Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.
- 4.4 The provisions of this contract are without prejudice to the obligations of Gozo Channel (Operations) Limited in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). Gozo Channel (Operations) Limited, prior to disclosure of any information to a third party in relation to any provisions of this contract which have not yet been made public, shall consult the contractor in accordance with the provisions of the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of Gozo Channel (Operations) Limited in terms of the Act.
- 4.5 In carrying out his/her obligations in pursuance of this contract, the contractor shall ensure the application of the principle of gender equality and shall thus *inter alia* refrain from discriminating on the grounds of gender, marital status or family responsibilities. Contractors are to ensure that these principles are manifest in the organigram of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

5. Communication

- 5.1 No clarification meeting will be held, but any query shall be sent to email address tenders@gozochannel.com by not later than three (3) working days prior to the closing date for the submission of the quotation.
- 5.2 No quotation can be altered after the closing date.

6. Submission, closing date, opening of submissions

- 6.1 Bidders are to present their offers on the prescribed forms as per Annexes 1, 2, 3, and 4 below. Only quotations submitted in the stipulated format will be considered.
- 6.2 Interested Parties, when submitting their offer are expected to provide a complete and comprehensive response to this call. Responses should include the following:
- i. Details of Bidders as per Annex 1 below;
 - ii. Bidders Statement as per Annex 2 below;
 - iii. Sub Contracting as per Annex 3 below (if applicable);
 - iv. Financial Offer as per Annex 4 below
 - v. Additional Information (any additional information that the bidder deems valid to his/her response)
- 6.3 The closing date is 10.00 am **Friday 31st July 2020.**
- 6.4 Bids are to be deposited in the Tender Box, Gozo Channel (Operations) Ltd, The Brokerage, Level 2, St. Martha Street, Victoria, Gozo. It is the responsibility of the bidder to ensure that submissions are deposited in the Tender Box ahead of the closing date and time.

7. Bid Evaluation Criteria

- 7.1 Bids will be evaluated subject to the following two (2) phase criteria. The first phase will consist of the evaluation of the bid subject to the selection and technical criteria. The second phase consists of the evaluation of the bid according to the award criteria. It is also understood that any bids should also be first and foremost administratively compliant. This means that any prescribed forms must be properly filled in and any required documentation present with the bid as per Annexes 1, 2, 3, and 4.

The Evaluation Committee, when checking and comparing quotations may ask a bidder/s to clarify any aspect of his bid. Such requests and the responses to them must be made by email and/or fax. They may in no circumstances alter or try to change the price or content of the quotation, except to correct arithmetical errors discovered by the evaluation committee when analysing quotations and/or any further clarifications required by the evaluation board.

7.1.1 Selection Criteria

The selection criteria will consist of the following:

- The bidder's ability to perform the tasks being outlined in the quotation document;
- The bidder's clear understanding of this exercise and deliverables;

Should bidders not meet the selection criteria then they will be excluded and not considered for the award criteria.

7.1.2 Award Criteria

The sole award criterion shall be the price.

The contract will be awarded to the cheapest technically compliant bid satisfying all the selection and technical criteria.

- 7.2 The final selection shall be in the sole discretion of Gozo Channel (Operations) Ltd and the Company is not bound to give any justification for the selection made or decisions taken. The Company's decision is final.

8 Terms of Payment

- 8.1 Full Payment will be only be settled within sixty (60) days from the occurrence of both of these events:
- i. Upon receipt of Certified Invoice for the delivery of goods/services as per clause 4.1; and
 - ii. when the Company assures that the goods/services are to its satisfaction as per the specifications laid down in the Technical Specifications (Clause 3) of this document.

ANNEX 1

**PROVISION FOR THE SUPPLY AND DELIVERY OF COMPANY TIMETABLES - GCOL
Q 02/2020**

DETAILS OF BIDDERS

Name of Person Responsible
For the Quotation: _____

On behalf of: _____

Company Reg. No: _____

Address: _____

Email Address: _____

Telephone No: _____

Mobile Phone No: _____

Fax No: _____

VAT Reg. No: _____

DECLARATION:

I hereby declare that I have read the entire quotation document and undertake that, if I am awarded the contract, I shall provide the services as requested in the Terms of Reference and shall abide by the terms and conditions stipulated in the said quotation document.

Signature: _____

Date: _____

ANNEX 2

BIDDERS STATEMENTS

Statement on Conditions of Employment

<p>Bidders are to ensure that self-employed personnel are not engaged on this contract. Non-compliance will invalidate the contract.</p>

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as 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.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Signature:
(the person or persons authorised to sign on behalf of the Bidder)

Date:

ANNEX 3

Sub-Contracting - If Applicable -

If the bidder plans to sub-contract part of the works, he must provide the following details:

Work intended to be sub-contracted	Name and details of sub-contractors	Value of sub-contracting as percentage of the total cost *

* Note

- The maximum amount of sub-contracting must not exceed 30 % of the total contract value.
- The main contractor must have the ability to carry out at least 70 % of the contract works by his own means.
- If no sub-contracting is required kindly state not applicable

Signature:

(the person or persons authorised to sign on behalf of the bidder)

Date:

ANNEX 4

FINANCIAL OFFER FORM

Item No.	Item Description	Quantity*	Unit Price (Excluding Vat, but inclusive of Duties & Other Taxes/Charges (Delivered Duty Paid - DDP) €	Total Cost (Excluding VAT, but inclusive of Duties & Other Taxes/Charges (Delivered Duty Paid - DDP) €
1	Company Timetables - four leaf: price per timetable	200,000.00		
	<i>*Quantities indicated within this call for quotation are only indicative figures. Gozo Channel (Operations) Limited may either increase or decrease the final total amounts ordered during the course of the contract without being held liable and/or responsible for any damages; fines and/or penalties by the Contractor</i>			
	GRAND TOTAL EXCLUSIVE OF VAT BUT INCLUSIVE OF ALL OTHER DUTES & TAXES			

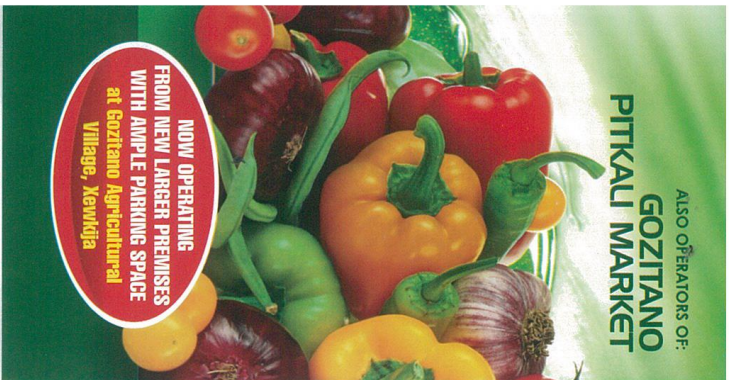
Signature:

(the person or persons authorised to sign on behalf of the bidder)

Date:

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ALSO OPERATORS OF:
GOZITANO
PITKALI MARKET



**NOW OPERATING
FROM NEW LARGER PREMISES
WITH AMPLE PARKING SPACE
at Gozitano Agricultural
Village, Xewkija**

ADDITIONAL INFORMATION

TIMETABLE ENQUIRIES
2210 9000
www.gozochannel.com

STANDARD CONDITIONS OF CARRIAGE
THE COMPANY'S CURRENT STANDARD TERMS AND CONDITIONS OF CARRIAGE APPLY TO THE CONVEYANCE OF PASSENGERS, GOODS AND VEHICLES. COPIES OF THE CONDITIONS ARE AVAILABLE ON REQUEST FROM THE COMPANY'S OFFICES/VESSELS OR MAY BE SIGHTED ON THE COMPANY'S WEBSITE: www.gozochannel.com

Extra trips may be performed according to exigencies. The schedule may be altered if passenger/vehicle demand necessitates operating a shuttle service.

**FIND YOUR TICKET /S
UNTIL YOU ARRIVE AT YOUR DESTINATION**

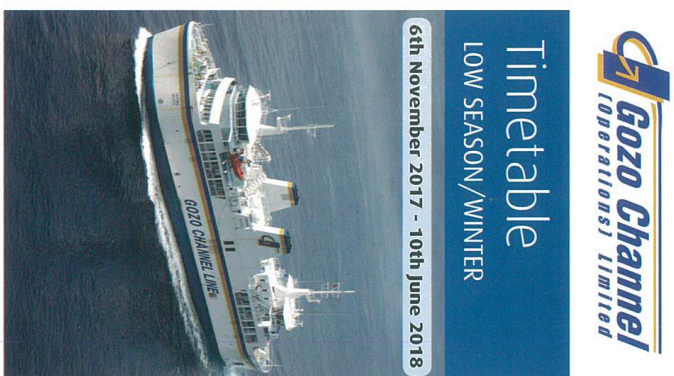
**GOZO CHANNEL (OPERATIONS) LIMITED ARE COMPLIANT WITH
THE IMO 6/HS CODE**
GOZO CHANNEL (OPERATIONS) LIMITED ARE IMPLEMENTING STRICT SECURITY & CONTROL PROCEDURES. ALL CARRIERS AND PASSENGERS ARE SUBJECT TO INSPECTION UPON REQUEST. PRODUCE/PRODUCE DESTINATION WILL NEED TO BE PROVIDED. ALL PERSONS USING GOZO CHANNEL (OPERATIONS) LIMITED SERVICES ARE SUBJECT TO PERSONAL, BAGGAGE AND VEHICLE SEARCH.

GOZO CHANNEL (OPERATIONS) LIMITED ARE IN ALL INSTANCES TO MAINTAIN COMPLIANCE WITH ALL APPLICABLE LEGISLATION AND REGULATIONS. GOZO CHANNEL (OPERATIONS) LIMITED RESERVES THE RIGHT TO REFUSE ACCESS AT ALL TIMES.

Gozo Channel
(Operations) Limited

Timetable
LOW SEASON/WINTER

6th November 2017 - 10th June 2018



Daily Fresh

**BEST QUALITY/FRESH FRUITS
& VEGETABLES**

Specialist wholesalers
and suppliers for hotels
and the catering industry
in Malta & Gozo.

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