

Request for Quotations

RFQ / 07 / 2022

Reams Photocopy Paper A4

Issue Date: Friday 15 July 2022

RFQ Closing Date: Friday 5 August 2022
Closing Time: **18:00 CET**

1 GENERAL INFORMATION

1.1 Purpose

- 1.1.1 The Malta Development Bank (herein referred as “MDB” or the “Bank”) performs a promotional role in line with public policy with the objective to contribute towards sustainable economic development that benefits the Maltese people in areas including private sector development, skills and technology, infrastructure development, green economy and community services.
- 1.1.2 The MDB is currently seeking to procure **200 Reams A4 Office Paper** based on virgin fibre stemming from legally and/or sustainably harvested sources (also potentially containing a percentage of recovered fibres), for its main offices located in Floriana.

2 SUBMISSION OF PROPOSAL

- 2.1.1 The Bank is the point of contact for this RFQ. Please refer any queries to:

Procurement Officer
Malta Development Bank
 5 Market Street,
 Floriana,
 Malta,
 FRN 1083.

Telephone: 2226 1713
 Email: procurement@mdb.org.mt

- 2.1.2 Applicants are to quote the reference number of this request for quotation in all correspondence.
- 2.1.3 Proposals shall include the final price, including the delivery to the Bank’s premises, the delivery date, the ESPD Form as well additional information that will allow MDB to evaluate the proposal according to the defined Evaluation Award Criteria.

2.2 Timetable

	Date	Time (CET)
Publication of RFQ	15 July 2022	
Deadline for request for any clarifications Any requests for clarifications will only be entertained if received on procurement@mdb.org.mt .	25 July 2022	18:00
Deadline for Submission of Proposals All the documentation shall be submitted to procurementproposals@mdb.org.mt .	5 August 2022	18:00

- 2.2.1 Any RFQ addenda/updates by the MDB will be circulated by email from procurement@mdb.org.mt and on the MDB [website www.mdb.org.mt](http://www.mdb.org.mt).
- 2.2.2 Late submissions will not be accepted. Evaluation of the quotations received will take place after the closing date. The Bank will not assume any liability associated with the late submissions of RFQs. All submissions will be dealt with in strictest confidence. Any decision taken by the Bank in this regard shall be deemed final.

3 GENERAL CONDITIONS

- 3.1.1 The Bank shall award the Quotation on the basis of the most economically advantageous proposal in terms as indicated in the paragraph Evaluation Award Criteria.
- 3.1.2 The Bank may in its absolute discretion change, as deemed necessary in view of circumstances, the basis of, or the procedure of the RFQ process.
- 3.1.3 The Bank reserves the right to extend the closing date and to cancel the RFQ and evaluation process at any stage. The Bank shall inform all the prospective applicants without being liable for any costs and damages including, without limitation, damages for any loss of profits, in any way connected with the cancellation of the request for quotation.
- 3.1.4 The Bank reserves the right to reject a proposal which appears to be priced abnormally low in relation to the Services to be provided. The Bank reserves the right to request further clarification, documentary evidence, explanation or elaboration in writing on any aspect of the application or declarations made.
- 3.1.5 The Bank reserves the right to reject or disqualify a proposal if:
- a. the Applicant fails to comply fully with the requirements of the RFQ and the information given at the time of proposal is incomplete, or additional requested information is not provided;
 - b. the Applicant is guilty of a serious misrepresentation in supplying any information required in this document and/or in relation to this or any past proposals;
 - c. the Applicant has, directly or indirectly, engaged in Corruptive, Fraudulent, Collusive or Obstructive practices in competing for the RFQ in question;
 - d. there is a change in identity, control, financial standing, or other factor impacting on the selection and/or evaluation process affecting the

Applicant.

- 3.1.6 In addition, since the Bank has a zero tolerance towards the commission of fraud, a proposal shall also be rejected if the Applicant fails to commit itself through a signed anti-fraud declaration in the form contained in Annex I.
- 3.1.7 If the Bank becomes or is made aware, after award of the Project, that an Applicant failed to comply with any of the requesting criteria, the Bank is entitled to terminate the contract without prior notice. The MDB reserves the right to claim payment from the non-compliant Applicant of any damages, loss and expenses incurred as a result of the termination.
- 3.1.8 Subcontracting and awarding this RFQ in Lots may be accepted after seeking the Bank's prior written consent.
- 3.1.9 The Bank draws the attention of prospective Applicants to the conditions concerning employment in Malta and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment of any class of employee. Successful Applicants may also be requested to submit a certified Jobsplus list of personnel employed by them.
- 3.1.10 The Bank may, notwithstanding any provision to the contrary in this RFQ, publicise or otherwise disclose, to any third party, information regarding the contract, the identity of Applicants (including details of their respective members), the RFQ process, or the award of Services (including, without limitation, details of costs and fees) at any time.

3.2 GDPR and Freedom of Information Compliance

- 3.2.1 The MDB is subject to the provisions of the Freedom of Information Act as well as other legislation governing access to information. Therefore, where Applicants consider any information that they provide in the course of this RFQ process to be commercially sensitive or confidential in nature, they should identify that information as "commercially sensitive" or "confidential" and specify the applicable reasons. The nature of the documentation may then be taken into account by the MDB in considering requests (if any) for access to such information under the Freedom of Information Act or other applicable law. Applicants should note that on conclusion of a contract for the services that are the subject-matter of this competition, a right of access to the contract and associated documents will be available to the extent required by the Freedom of Information Act 2014 or other applicable law.
- 3.2.2 The submission of any Personal Data (including any personal data contained in any curriculum vitae) ("Personal Data") shall be provided by the Applicant for the use by the MDB of that Personal Data for the purpose of evaluating the proposals and in performance of arising contractual obligations. Once it obtains any Personal Data, the MDB will act as data controller of such data and will retain it for (a) in respect of an

unsuccessful applicant, up to one year following completion of the appointment of the successful applicant and (b) in respect of a successful applicant, up to seven years following completion of the Services. An Applicant may exercise his/her rights in connection with the processing of his/her personal information by MDB by contacting the DPO by email at dpo@mdb.org.mt. For further information in relation to how the MDB processes personal data, including an individual's various rights under data protection law and details of how to contact the MDB, please refer to the MDB's Privacy Notice which is available at: <https://mdb.org.mt/en/home/Pages/Privacy-Notice.aspx>.

4 INFORMATION REQUESTED

4.1 Economic Operator Information

4.1.1 The MDB is asking interested Economic Operators to submit a response containing a signed ESPD Form.

4.2 Requirement Details

4.2.1 The MDB seeks to purchase 200 Reams A4 Office Paper based on virgin fibre stemming from legally and/or sustainably harvested sources (also potentially containing a percentage of recovered fibres).

4.2.2 Economic Operators shall provide the price including VAT for the supply and delivery of **200 Reams Photocopy Paper A4** with the following properties:

- i) Size: A4
- ii) Colour: White;
- iii) 80 gsm;
- iv) suitable for colour printing;
- v) based on virgin fibre stemming from legally and/or sustainably harvested sources.

4.2.3 Samples of the Paper being supplied, and certificates of chain of custody for the virgin wood fibres must be provided together with the Economic Operator's submission.

4.2.4 The virgin fibre for pulp production shall come from legal sources. Economic Operator

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shall provide certificates of chain of custody for the virgin fibre or similar proof.

4.2.5 The paper must be at least Elementary Chlorine Free (ECF).

4.2.6 The product shall carry the EU Ecolabel or similar equivalent certification.

4.2.7 The successful Economic Operator will be expected to confirm whether they are in a position to supply and deliver the 200 Reams in two separate deliveries of 100 reams each, due to space restrictions at the MDB.

4.3 Award Criteria

4.3.1 The award criteria for this Call for Quotations will be based on the following:

Weightings	Evaluation Award Criteria
25%	Compliance to Requirements
15%	Disposition to deliver the lots in two separate deliveries
60%	Total cost including delivery service

4.4 Response Format

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

4.4.2 The response by the Economic Operators shall clearly highlight any clauses where they cannot meet the requirements. It is therefore assumed that if the Economic Operator does not highlight non-compliance, the Economic Operator is complying and is able to execute the requests being made in this specification with the highest standard.

4.4.3 Economic Operators are to ensure that the following documents have been included in their respective proposal:

- (i) ESPD Form
- (ii) Confirmation or otherwise, of disposition to deliver in two separate lots as per MDB's instructions
- (iii) Samples of Paper
- (iv) Certificates of chain of custody for the virgin wood fibres
- (v) Financial Bid Form

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4.4.4 Economic Operators who fail to provide all the requested information may result in the proposal not being considered any further.

4.5 Financial Bid Form

4.5.1 The proposal price must cover all the requirements as described in the RFQ document.

4.5.2 The Economic Operator must provide a breakdown of the overall price in Euro (€) including VAT.

4.5.3 Different options are to be clearly identifiable and marked 'Option 1', 'Option 2' etc. for each individual option clearly outlining the price of the relative option.

4.5.4 The prices for the contract, must be inclusive of all requirements requested. The prices quoted are fixed and not subject to revision or escalation in costs.

4.5.5 Quotations are to be submitted and shall be awarded including any taxes/charges and any import duties applicable

	Cost (€) per Ream	Total Cost (€) Vat Included
1 Supply & Delivery of 200 Reams in one single delivery as required by MDB		
2 Supply & Delivery of 200 Reams in two separate deliveries as required by MDB		

Annex I**Anti-Fraud Declaration**

I, the undersigned, hereby declare that in my official capacity to bind _____ [name of company] _____ shall, upon award of this Request for Quotation in relation to the procurement and delivery of **200 Reams Photocopy Paper A4**, bind myself to undertake all of the following:

- a. not to commit any form of fraud;
- b. to take appropriate measures to deter fraud;
- c. to introduce and maintain necessary procedures to prevent, detect and deal with suspected fraudulent activity;
- d. to report to the Bank all suspected fraud concerning any arrangement entered into with the Bank;
- e. if required, to assist the Bank in the investigation of suspected fraudulent activity and in the recovery of wrongfully obtained assets concerning an arrangement entered into with the Bank; and
- f. to ensure employees of the company report any suspicion of fraud.

Name:

Designation:

Name of Company:

Date:

MDB guarantees that any personal data processed within this form shall be in accordance with the requirements of local and EU legislation on data protection in force at the time of the data processing including the General Data Protection Regulation- (GDPR) (Regulation (EU) 2016/679. All the personal data collection in this form will be considered under the classification of 'confidential'. Persons have the right to access and port their personal data, rectify, erase and restrict their personal data and to object to processing in terms of the GDPR.

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