

# VOPS A4.06.2024



## **Tender for the Supply and Delivery of three FISA-Standard Coastal Rowing Boats (one single C1x, one double C2x and one quad C4x+) Required for the Project “Inclusive Rowing for a Healthier Self and Society”**

<b>Date Published</b>	<b>Tue 23<sup>rd</sup> April 2024</b>	
<b>Deadline for Submission</b>	<b>Sun 19 May 2024</b>	<b>1700hrs CEST</b>
<b>Tender Opening</b>	<b>Sun 19 May 2024</b>	<b>1730hrs CEST</b>

**Email for Tender Submission:** [siggiewi.quotes@gmail.com](mailto:siggiewi.quotes@gmail.com)

**Email for Further Information:** [siggiewi.rowing@gmail.com](mailto:siggiewi.rowing@gmail.com)

**Tender and Clarification published on** <https://siggiewi-rowing.com/quotes-tenders/>

## SECTION 1 – INSTRUCTIONS FOR TENDERERS

### 1.1 General Instructions

**1.1.1** In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent clarifications issued by Siggiewi Rowing Club, whatever his own corresponding conditions may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document.

No account can be taken of any reservation in the tender as regards the tender document; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.

Prospective tenderers must submit their response to this tender as indicated in Section 1.10

**1.1.2** The subject of this tender is the supply and delivery of three FISA-Standard Coastal Rowing Boats (one single C1x, one double C2x and one quad C4x+) for the project “Inclusive Rowing for a Healthier Self and Society” VOPS A4.06.2024 This project “Inclusive Rowing for a Healthier Self and Society” VOPS A4.06.2024 is implemented by Siggiewi Rowing Club and is funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector.

**1.1.3** The three FISA-Standard Coastal Rowing Boats (one single C1x, one double C2x and one quad C4x+) shall be delivered by September 2024. The time-limits for delivery shall be up to 4 months from the date of the signing of the ‘Letter of Acceptance’.

**1.1.4** This is a lump-sum contract.

**1.1.5** This call for tenders is being issued under an open procedure.

**1.1.6** The tenderer will bear all costs associated with the preparation and submission of the tender. Siggiewi Rowing Club will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure.

**1.1.7** Multiple tenders will be accepted.

### 1.2 Time-table

	DATE	TIME
<b>Deadline for request for additional information from Siggiewi Rowing Club</b>	<b>Sun 5 May 2024</b>	<b>1700hrs CEST</b>
<b>Online Clarification meeting</b>	<b>Tue 7 May 2024</b>	<b>1400hrs CEST</b>
<b>Deadline for submission of tenders</b>	<b>Sun 19 May 2024</b>	<b>1700hrs CEST</b>
<b>Tender opening session</b>	<b>Sun 19 May 2024</b>	<b>1730hrs CEST</b>
<b>All times Central European Summer Time (CEST)</b>		

### 1.3 Lots

- 1.3.1** This tender is not divided into lots, and tenders must be for the whole of quantities indicated.

### 1.4 Variant Solutions

- 1.4.1** No variant solutions will be accepted. Tenderers must submit a tender in accordance with the requirements of the tender document.

### 1.5 Financing

- 1.5.1** This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector.
- 1.5.2** The beneficiary of the financing is Siggiewi Rowing Club and all fiscal receipts shall be addressed to the same organisation.
- 1.5.3** The budget allocated for this procurement must not exceed twenty-two thousand euros (€22,000) inclusive of all applicable taxes and transport costs with delivery at 8, Moll ic-Cangatura, Marsa, MRS 1932, Malta.

### 1.6 Clarification Meeting

- 1.6.1** An Online Clarification meeting will be held on 7 May 2024 at 1400hrs CEST the purpose of which is to clarify any technical aspects related to this tender.

### 1.7 Selection Criteria

- 1.7.1** In order to be considered eligible for the award of the contract, tenderers must provide evidence that they meet or exceed certain minimum criteria described hereunder.
- 1.7.2** Financial and economic standing - No evidence of financial and economic standing is required.
- 1.7.3** Proof of technical capacity - No minimum requirements are required.

### 1.8 Explanations/Clarification Notes Concerning the Tender

- 1.8.1** Tenderers may submit questions in writing to Siggiewi Rowing Club by sending an email to **[siggiwi.rowing@gmail.com](mailto:siggiewi.rowing@gmail.com)** until **5 May 2024**. Siggiewi Rowing Club shall reply to all tenderers' questions, and amend the tender documents by publishing clarification notes, up to at least 3 calendar days before the deadline for submission of tenders.
- 1.8.2** Questions and answers, and alterations to the tender document will be sent to all prospective bidders by e-mail. Clarification notes will constitute an integral part of the tender documentation, and it is the responsibility of tenderers to check their respective e-mail account in order to obtain the latest information published prior to submitting their Tender.

**1.8.3** Prospective tenderers are required to register their respective contact details at [siggiewi.rowing@gmail.com](mailto:siggiewi.rowing@gmail.com) so that any clarifications/communications pertaining to this tender procedure will be communicated to them in due time as per tender document. Siggiewi Rowing Club shall not be held responsible for any misdemeanour if this condition is not adhered to.

**1.8.4** Siggiewi Rowing Club may, at its own discretion, as necessary, extend the deadline for submission of tenders to give tenderers sufficient time to take clarification notes into account when preparing their tenders.

## **1.9 Currencies of Tender and Payments**

**1.9.1** The currency of the tender is the Euro (€). The bids must be expressed in Euro (€).

**1.9.2** A deposit of 40% will be paid after the Letter of Acceptance has been signed both by Siggiewi Rowing Club and the successful tenderer.

**1.9.3** The remainder 60% of the payment will be made upon certification of works by Siggiewi Rowing Club, based on the invoice issued by the successful tenderer, in accordance with the time-frames, terms and conditions of the contract. The certification shall include a survey of the boats by an official government-appointed surveyor.

## **1.10 Presentation & Submission of Tenders**

**1.10.1** The tender must comprise the following duly completed documents, sent by email to [siggiewi.quotes@gmail.com](mailto:siggiewi.quotes@gmail.com) with subject “Tender VOPS A4.06.2024 Inclusive Rowing for a Healthier Self and Society”:

- (i) Tender Form (refer to Section 3).
- (ii) Tenderer’s technical offer in response to specifications outlined in Section 2. Include all relevant literature.
- (iii) A financial bid calculated on a basis of Delivery Duty Paid (DPP) for the works/supplies tendered (refer to Section 4).

**1.10.2** The tenderers submission must be typed in, or handwritten in indelible ink. Any pages on which entries or corrections to his submission have been made must be initialled by the person or persons signing the tender. All pages must be numbered consecutively by hand, machine or in any other way acceptable to Siggiewi Rowing Club.

**1.10.3** All tenders must be received by not later than *Sun 19 May 2024 at 1700hrs CEST*.

**1.10.4** No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## **1.11 Alterations and Withdrawal of Tenders**

- 1.11.1** Tenderers may alter or withdraw their tenders by written notification to Siggiewi Rowing Club prior to the deadline. No tender may be altered after the deadline for submission.
- 1.11.2** Any notification of alteration or withdrawal must be prepared and submitted in accordance with Clause 1.10 and the email must also be marked with “alteration” or “withdrawal”.

## **1.12 Opening of Tenders**

- 1.12.1** Tenders will be opened by Siggiewi Rowing Club during a public session on the Sun 19 May 2024 at 8, Moll ic-Cangatura, Marsa, MRS 1932, Malta. A ‘Summary of Tenders Received’ will be published on Siggiewi Rowing Club website:  
<https://siggiewi-rowing.com/quotes-tenders/>
- 1.12.2** During the opening of the tenders, the tenderers' names, the tender prices and any other information Siggiewi Rowing Club may consider appropriate, will be made available.
- 1.12.3** Emails marked “withdrawal” will be read out first.
- 1.12.4** Reductions or alterations to tender prices made by tenderers after submission will not be taken into consideration during the analysis and evaluation of tenders.

## **1.13 Secrecy of the Procedure**

- 1.13.1** After the opening of the tenders, no information about the examination, clarification, evaluation or comparison of tenders or decisions about the contract award may be disclosed before the notification of award.
- 1.13.2** Information concerning checking, explanation, opinions and comparison of tenders and recommendations concerning the award of contract, may not be disclosed to tenderers or any other person not officially involved in the process unless otherwise permitted or required by law.
- 1.13.3** Any attempt by a tenderer to approach any member of the Evaluation Committee/ Siggiewi Rowing Club directly during the evaluation period will be considered legitimate grounds for disqualifying his tender.

## **1.14 Tender Evaluation Process**

- 1.14.1** The Evaluation Committee will check the administrative and technical compliance of each tender. Tenders which are administratively and technically compliant will be evaluated financially.

## **1.15 Criteria for Award**

**1.15.1** The sole award criterion will be the price. The contract will be awarded to the cheapest priced tender satisfying the administrative and technical criteria.

## **1.16 Right of Siggiewi Rowing Club to Accept or Reject any Tender**

**1.16.1** Siggiewi Rowing Club reserves the right to accept or reject any tender and/or to cancel the whole tender procedure and reject all tenders. Siggiewi Rowing Club reserves the right to initiate a new invitation to tender.

**1.16.2** Siggiewi Rowing Club reserves the right to conclude the contract with the successful tenderer within the limits of the funds available. It can decide to ask for a discount from the cheapest compliant tenderer.

**1.16.3** Cancellation may occur where:

- a) the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
- b) the economic or technical parameters of the project have been fundamentally altered;
- c) exceptional circumstances or force majeure render normal performance of the project impossible;
- d) all technically compliant tenders exceed the financial resources available;
- e) there have been irregularities in the procedure, in particular where these have prevented fair competition.

**In no circumstances will Siggiewi Rowing Club be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if Siggiewi Rowing Club has been advised of the possibility of damages. The publication of a contract notice does not commit Siggiewi Rowing Club to implement the programme or project announced.**

## **1.17 Appeals**

**1.17.1** Siggiewi Rowing Club shall publish a notification on its website indicating the awarded contract, the financial aspect of the award and the name of the successful tenderer. Siggiewi Rowing Club shall, by electronic means, inform the tenderers concerned of the publication of the award. Siggiewi Rowing Club will be precluded from concluding the contract during the period allowed for the submission of appeals.

The award process shall be completely suspended if an appeal is eventually submitted.

- 1.17.2** Any tenderer who is aggrieved by the award indicated by Siggiewi Rowing Club may, within five working days from the publication of the notice, file a letter of objection, together with a deposit, with Siggiewi Rowing Club, clearly setting forth any reason for his complaint. A deposit of four hundred euro (€400) must be made.
- 1.17.3** After the expiry of the period allowed for the submission of a complaint, Siggiewi Rowing Club shall deliver the letter of complaint, the deposit receipt and all documents relating to the contract in question to a Review Board who shall examine the matter in a fair and equitable manner. In its deliberation the Review Board shall have the authority to obtain, in any manner it deems appropriate any other information not already provided by Siggiewi Rowing Club. The Review Board shall determine the complaint by upholding or rejecting it. The written decision of the Review Board shall be published on Siggiewi Rowing Club website.

## **1.18 The Letter of Acceptance**

- 1.18.1** After the lapse of the appeals period, and pending that no objections have been received and/or upheld, the successful tenderer may be invited to clarify certain contractual questions raised therein. Such clarification will be confined to issues that had no direct bearing on the choice of the successful tender. The outcome of any such clarifications will be set out in a Memorandum of Understanding, to be signed by both parties and incorporated into the letter of acceptance.
- 1.18.2** Within 7 calendar days of receiving the letter of acceptance (against acknowledgment of receipt) from Siggiewi Rowing Club, the successful tenderer will sign a copy of the Letter of Acceptance and date the Letter of Acceptance and return it to Siggiewi Rowing Club.
- 1.18.3** If the selected tenderer fails to sign and return the copy of the Letter of Acceptance and other required documentation within the prescribed 7 calendar days, Siggiewi Rowing Club may consider the acceptance of the tender to be cancelled.

The tenderer whose tender has been evaluated as [second cheapest/second most economically advantageous] may be recommended for award, and so on and so forth.

- 1.18.3** Only the signed Letter of Acceptance will constitute an official commitment on the part of Siggiewi Rowing Club, and activities may not begin until the contract has been signed both by Siggiewi Rowing Club and the successful tenderer.

## **1.19 Period of Delivery**

- 1.19.1** The period of delivery indicated in Clause 1.1.3 of the Instructions to Tenderers commences from the letter of acceptance date or as instructed in the Letter of Acceptance.



## SECTION 2 – TECHNICAL SPECIFICATIONS

**NOTE: Where in this tender document a standard is quoted, it is to be understood that Siggiewi Rowing Club will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by Siggiewi Rowing Club.**

### 2.1 Contract Objective

- 2.1.1** This tender is for the supply and delivery of three FISA-Standard Coastal Rowing Boats (one single C1x, one double C2x and one quad C4x+) for the project “Inclusive Rowing for a Healthier Self and Society” VOPS A4.06.2024. This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary.

### 2.2 Delivery Period

- 2.2.1** The delivery period shall be up to 4 months from date of signature of the ‘Letter of Acceptance’.

### 2.3 Specifications

- 2.3.1** Boats must be in full accordance with the specifications laid down by World Rowing and must be of a type which has been already used in World Rowing Coastal Rowing Championships or World Rowing Beach Sprint Finals. The regulations for such boats are specified in the World Rowing FISA Rulebook a copy of which may be downloaded from <https://siggiewi-rowing.com/links-and-documents/>
- 2.3.2** Boats are to include riggers, oarlocks, seats and foot stretchers of the type used in competitions.

### 2.4 Additional Terms and Conditions

- 2.4.1** Boats are to be delivered to Siggiewi Rowing Club at Store No. 8, Mollie-Ciangaturi, Marsa, MRS 1932, Malta.
- 2.4.2** If the tenderer can supply the same type of boat in different versions (e.g. a basic C1x club version and an upgraded C1x racing version), the tenderer may tender for the more basic version but also supply the prices of all available upgraded versions. If applicable, the differences between the different versions of the same boat should be clearly stated and technical specifications included.
- 2.4.3** Price quoted should be inclusive of taxes (including VAT and import taxes if applicable) and delivery to Siggiewi Rowing Club in Malta (including customs clearance). Note that for items shipped from outside the EU, Import Taxes are calculated in accordance with the CIF value (cost, insurance and transportation costs) where the tariff rate (import duty) varies by commodity. For rowing boat with HS codes 890399, tax rate is 2.7% of a weight exceeding 100 kgs each; 1.7% not



exceeding 100 kgs each. An additional 18% VAT is charged over and above.

**2.4.4** Any goods supplied from the EU should include the declaration that “Goods are in Free Circulation within the EU”.

**2.4.5** Technical specifications and warranty offered should be clearly indicated.

## SECTION 3 – TENDER FORM

**VOPS A4.06.2024 - Tender for the Supply and Delivery of three FISA-Standard Coastal Rowing Boats (single C1x, double C2x and quad C4x+) Required for the Project “Inclusive Rowing for a Healthier Self and Society” for Siggiewi Rowing Club**

### A. TENDER SUBMITTED BY:

<b>Name</b>		<b>Surname</b>	
<b>Email</b>		<b>Phone</b>	
<b>Address</b>			

### B. CONTACT PERSON FOR THIS TENDER:

<b>Name</b>		<b>Surname</b>	
<b>Email</b>		<b>Phone</b>	
<b>Address</b>			

### C. TENDERER'S DECLARATION(S)

**To be completed and signed by the tenderer (including each partner in a consortium).**

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

1. We have examined, and accept in full and in its entirety, the content of this tender document (including subsequent Clarifications Notes issued by Siggiewi Rowing Club) for invitation to tender for the Supply and Delivery of three FISA-Standard Coastal Rowing Boats (one single C1x, one double C2x and one quad C4x+) Required for the Project VOPS A4.06.2024 “Inclusive Rowing for a Healthier Self and Society” for Siggiewi Rowing Club of 23<sup>rd</sup> April 2024. We hereby accept the contents thereto in their entirety, without reservation or restriction.

We also understand that any disagreement, contradiction, alteration or deviation shall lead to our tender offer not being considered any further.

2. We confirm that the Grand Total Price of our tender (inclusive of delivery, duties, other taxes/charges, Eco-Contribution (if any) and any discounts) is according to the Grand Total on page 12 of this document.
3. This tender is valid for a period of 3 weeks from the final date for submission of tenders.
4. We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally or found guilty of professional misconduct. Furthermore, we are up to date in the payment of social security contributions and other taxes.
5. We accept that we shall be excluded from participation in the award of this tender if compliance certificates in respect of declarations made under Clause 4 of this declaration are not submitted by the indicated dates.
6. We will inform Siggiewi Rowing Club immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate, or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
7. Our tender submission has been made in conformity with the Instructions to Tenderers, and in this respect we confirm that the following documentation has been included:
  - Tender Form (Section 3)
  - Technical Offer (in response to specifications outlined in Section 2).
  - Financial Bid (Section 4)
8. We note that Siggiewi Rowing Club is not bound to proceed with this invitation to tender and that it reserves the right to cancel the contract. It will incur no liability towards us should it do so.

Name and Surname: .....

I.D. / Passport Number: .....

Signature of tenderer: .....

Duly authorised to sign this tender on behalf of: .....

Company/Lead Partner VAT No: (if applicable).....

Stamp of the firm/company: .....

Place and date: .....

## SECTION 4 - FINANCIAL BID

**VOPS A4.06.2024 - Tender for the Supply and Delivery of three FISA-Standard Coastal Rowing Boats (single C1x, double C2x and quad C4x+) Required for the Project “Inclusive Rowing for a Healthier Self and Society” for Siggiewi Rowing Club**

	Amount in Euro (€)
Price of one single C1x Boat	
Price of one double C2x Boat	
Price of one quad C4x+ Boat	
Delivery to Marsa, Malta	
Applicable Taxes including VAT	
<b>Grand Total Price of three boats (C1x, C2x and C4x+) inclusive of Delivery and any applicable taxes &amp; VAT*</b>	

\*The budget allocated for this procurement must not exceed €22,000 inclusive of delivery to 8, Mollie-Cangatura, Marsa, Malta and all applicable taxes.

**(Optional) Possible Upgrades from Quote above: Please specify\*\***

	Amount in Euro (€)

\*\* May be left blank if not applicable. Include technical specifications of upgrades if applicable.

The successful bidder shall be bound to conform in all respects with the tax and VAT legislation and regulations.

Signature: .....

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

Date: .....