

**Tender for the Peer Evaluation of the Time and Frequency
Laboratory in the Standards and Metrology Institute of the
Malta Competition and Consumer Affairs Authority.**

Project Title: ERDF 087 - Developing National Metrology Capacity in Support of Industry



Operational Programme I – Cohesion Policy 2007-2013
Investing in Competitiveness for a Better Quality of Life
Tender part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU funds; 15% National Funds



Investing in your future

MCCAA 04/2011

**Tender for the Peer Evaluation of the Time and Frequency Laboratory in the
Standards and Metrology Institute of the
Malta Competition and Consumer Affairs Authority**

TENDER DOCUMENT MCAA04/2011

PREAMBLE

Contracting Authority: Malta Competition and
Consumer Affairs Authority
Second Floor, Evans Building
Merchants Street
Valletta VLT 1179.

Tel: (356) 23952000
Fax: (356) 21242406

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PART 1

INSTRUCTIONS TO TENDERERS

Tender for the Peer Evaluation of the Time and Frequency Laboratory in the Standards and Metrology Institute of the Malta Competition and Consumer Affairs Authority

GENERAL

The Contracting Authority shall not be responsible for any expenses or losses which may be incurred by any Tenderer in the preparation of his Tender.

(a) Tendering Procedure

The Tender must be complete in all respects and any exclusions or lack of information where so requested in the attached documents may lead to disqualification of the Tenderer.

All entries shall be clearly done in INK.

Any alteration or erasure to any entry made by the Tenderer in the priced document must be initialled by the Tenderer prior to submission.

No entries or alterations shall be made on these documents except where expressly provided for in the same documents.

All recipients of documents for the purpose of submitting a tender shall treat the details of the documents as strictly private and confidential.

The Contracting Authority reserves the right not to award the tender.

(b) Sufficiency of Tender

The Tenderer shall fulfil all his obligations as per tender requirements in order to provide Peer Evaluation of the Time and Frequency Laboratory in the Standards and Metrology Institute of the Malta Competition and Consumer Affairs Authority and shall ensure that this Tender covers the complete execution of the Contract notwithstanding whether any part or aspect is specifically described or contained within the Tender documents or not.

(c) Right of Recourse

Unsuccessful bidders shall be notified with the outcome of the evaluation process, and will be provided with the following information, in accordance with the provisions of Legal Notice 296/2010;

- (i) the criteria for award
- (ii) the name and the successful tenderer
- (iii) the recommended price of the successful bidder
- (iv) the reasons why the tenderer did not meet the technical specifications/notification that the offer was not the cheapest (if applicable)
- (v) the deadline for filing a notice of objection (appeal)
- (vi) the deposit required if lodging an appeal

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(d) Submission of Tender

- i. The Tender shall be submitted in a sealed opaque envelope bearing only the name of the project and shall be delivered **by not later than 19th August 2011, 10:00 am**, Malta time, at the offices of the Malta Competition and Consumer Affairs Authority, Second Floor, Evans' Building, Lower Merchants' Str., Valletta, Malta

Tender documents must be filled-in as instructed and must be returned in their entirety, with the documents bound in their original state.

The Tenderers are required to **initial each page** of the submitted Tender Documents thus verifying that the page has been 'Read and Approved and Good for Agreement'.

- i) If a Tender does not conform to the requirements set out in the Tender Documents it shall be rejected.
- ii) Tenders shall be considered irregular and may be rejected for reasons including but not limited to the following:
 - a) If the Tender is not submitted on time on the specific forms furnished by the Contracting Authority or if the Forms are altered.
 - b) If the Tenderer changes any of the Conditions of Contract or Specific Conditions of Contract as stated in the Tender Documents.
 - c) If the Tenderer adds any provision reserving the right to accept or reject the Award of Tender.
 - d) If any of the required documents are lacking.
 - e) If there is any evidence of "collusion" between Tenderers.

The Tenderers should price all items for all sections which are considered of having a value. If any items are not priced by the tenderer, they will be deemed to have no monetary value.

(e) Tender Documents

Each Tenderer, by submitting his/her Tender, confirms that he/she has read and understood all the tender Documents and his/her tender is made in strict accordance therewith.

(f) Confirmation of Tender Documents

The Tenderer must complete and sign the Form of tender as under, to clearly define all the Documents which have been taken into consideration in the preparation of this Tender.

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(g) Clarifications

Tenderers may submit questions in writing until the 9th August 2011, by sending an email to gilbert.a.camilleri@msa.org.mt

The Malta Competition and Consumer Affairs Authority must reply to all tenderers' questions, and amend the tender documents by publishing clarification notes, up to at least 5 calendar days before the deadline for submission of tenders.

Questions and answers, and alterations to the tender document will be published as a clarification note on the website of the Malta Competition and Consumer Affairs Authority www.msa.org.mt within the respective tender's page, under the subheading "Download Tender Clarifications". Clarification notes will constitute an integral part of the tender documentation, and it is the responsibility of tenderers to visit this website and be aware of the latest information published online prior to submitting their Tender.

Description of document

Invitation to Tender

Preamble

Instructions to Tender

Conditions of Contract

All to be submitted with the Tender Documents.

Signature: _____

Full Name: _____

Duly authorised to sign for and on behalf of: _____

Date: _____

Official Stamp:

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PART 2

DESCRIPTION OF SERVICES TO BE PROVIDED

**Tender for the Peer Evaluation of the Time and Frequency Laboratory in the
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**Tender for the Peer evaluation of the Time and Frequency Laboratory in
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Consumer Affairs Authority.**

In line with the Authority's objective of having the national measurement laboratories prepared for accreditation within the scopes of the established measurement capabilities, the service of technical experts are required to conduct on site peer evaluation of the laboratories in Malta in the area of *Time and Frequency* measurements.

1. The proposed audit team must be from a Euramet affiliated NMI.
2. The audit team member/s must presently be or recently have been national contact persons for the area of measurement indicated above.
3. The duration of the assignment in Malta and in the lab shall consist of three working days in the labs for execution of the staff competency assessment, elaboration of suitable measurement exercises agreed to prior to the visit and a full internal audit of the facility in line with the requirements of ISO 17025 and within the framework of the EURAMET TCQ Guide for the on site visits by peers in the framework of the CIPM MRA.
4. The audit team will also consider and consult on:
 - a. Scope of accreditation
 - b. Traceability structure
 - c. Standards management and maintenance
 - d. Calibration and metrological confirmation of standards
 - e. Calibration service
 - f. Measurement results
 - g. Reports and certificates
 - h. Inter-comparisons
 - i. Staff technical competencies
 - j. Identify problems and areas needing attention
 - k. To make recommendations for improvement
5. The visit will take place in a timeframe in October – November 2011 which will be agreed to and finalized with the Head of Metrology.
6. The peer review team will prepare a detailed report of the findings and comprehensive recommendations for the amelioration of the lab assessed and its preparation for accreditation.
7. The time assigned for the peer evaluation visit indicated above is exclusive of travel times to and from Malta.
8. The sum quoted must be exclusive of VAT and must incorporate all remuneration requirements relating to professional fees , per diems , travel and local accommodation.

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PART 3

GENERAL CONDITIONS OF CONTRACT

Tender for the Peer Evaluation of the Time and Frequency Laboratory in the Standards and Metrology Institute of the Malta Competition and Consumer Affairs Authority

1.0 Definitions

In the Contract (as hereinafter defined) the following words shall have the meanings hereby assigned to them, except where the context otherwise requires:

- i. 'Contracting Authority' shall be the person body or company as defined in the Preamble.
- ii. 'Contractor' means the natural or legal person/s whose tender has been accepted in whole/part by the Contracting Authority and the legal successors in title to such person, but not (except with the consent of the Contracting Authority) any assignee of such person.
- iii. "Time for completion" as per conditions of contract.

1.1 Interpretation and Precedence of Documents

The Several documents forming the Contract are to be taken as mutually explanatory of one another, but in case of ambiguities or discrepancies the same shall be explained and adjusted by the Malta Competition and Consumer Affairs Authority who shall thereupon issue to the Contractor instructions thereon and in such event, unless otherwise provided in the Contract, the priority of the documents forming the Contract shall be as follows:

- i. The Contract Agreement, consisting of the Letter of Intent or Acceptance, if any, the Preamble; Instructions to Tender; Brief description of services to be provided; Conditions of Contract ; Delay in completion; Payment for services rendered to the Contracting Authority and Arbitration;
- ii. The Covering Letter of the Tender Document;
- iii. The Tender document;
- iv. Any other document forming part of the Contract.

2.0 Grounds of Adjudication

The sole award criterion will be the price. The contract will be awarded to the cheapest priced tender fully satisfying the administrative and technical requirements.

3.0 Conditions of Tender

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1. No tender shall be considered unless :-
 - ii. it is received at the Malta Competition and Consumer Affairs Authority on or before **10:00 am** of **19th August 2011**;
 - iii. it is made on the prescribed form;
 - iv. in the case of a legal person it is signed by the person/s duly authorized to act on behalf of the contractor;
 - v. in the case of an individual, it is signed by the party tendering;
 - vi. the Contractor's postal address is stated in the prescribed form.
2. The tender shall also be accompanied by documentary evidence in support of the criteria requested in terms of this tender.
3. The successful tenderer shall, where the conditions of tender so specify, be bound to sign the contract where and when required to do so. Should the successful tenderer fail to sign the contract for two consecutive times when requested to do so, the submitted tender shall no longer be considered. The same shall apply should the said tenderer fail to furnish information and/or documents necessary for the drawing up of the contract.

4. Public Procurement Regulations

1. *The contractor is hereby being informed that this tender is subject to the provisions of Legal Notice 296/2010.*

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PART 4

DELAY IN COMPLETION

1.0 Failure to complete obligations

If the contractor does not perform the services within the period of execution specified in the contract, the Contracting Authority shall, without formal notice and without prejudice to its remedies under the contract, be entitled to liquidated damages for every day, or part thereof, which shall elapse between the end of the period of execution specified in the contract and the actual end of the period of execution.

The daily rate for liquidated damages is calculated by dividing the contract value by the number of days of the period of execution.

2.0 Prolonged Delay

If the Contracting Authority has become entitled to the maximum Penalty, or the contractor's obligations are behind schedule by more than 2 weeks, whichever occurs first, the Contracting Authority may by notice require the Contractor to complete the services tendered. Such notice shall fix a final time for Completion which shall be reasonable.

The Contracting Authority may either:

- (a) require the tenderer to complete, or
- (b) terminate the Contract.

If the Contracting Authority terminates the Contract, the Authority shall be entitled to recover from the tenderer any loss it has suffered up to the maximum amount of liquidated damages stated in Part VII, in addition to any penalty of delay that may apply.

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PART 5

ARBITRATION

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with Part IV (Domestic Arbitration) of the Malta Arbitration Act (Chapter 387 of the revised edition of the Laws of Malta) and the Arbitration Rules of the Malta Arbitration Centre as at present in force.

PART 6

DATA PROTECTION

All data and/or information obtained throughout the course of procuring the services/supplies under this contract and in the implementation thereof shall be processed solely in strict compliance with the provisions of the Data Protection Act.

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PART 7

CONDITIONS OF CONTRACT – Tender No: MCCA04/2011

- (a) Commencement Date: On formal notification of acceptance (or as notified by Chairman MCCA04/2011)
- (b) Completion Date: By not later than October / November 2011 (or as notified by Chairman MCCA04/2011)
- (c) Prices: Price (excluding Vat)
- (d) Fiscal Charges: Successful tenderers shall be bound to conform in all respects with VAT legislation

Signature of Tenderer: _____

Full Name of tenderer: _____

For and on behalf of: _____

Date: _____

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PART 8

PENALTIES FOR DELAYS

If the Contractor fails to provide the services within the time prescribed, or any extended time, he/she shall become liable to pay by way of certain due and liquidated damages to the Contracting Authority, who accepts, the sum specified in time (i) hereunder per working day of delay . The Contracting Authority may, without prejudice to any other method of recovery, deduct the amount of such damages from any monies in his hands, due, or which may become due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor from his obligation to complete the Works or provision of services or from any other of his obligations and liabilities under the Contract.

For all intents and purposes of Law the parties hereto declare and agree that all sums due by the Contractor to the Contracting Authority under the Penalty clause shall be so due by the Contractor to the Contracting Authority in consideration of mere delay, no abatement can be made in favour of the Contractor in the manner contemplated in Article 1122 (1) of the Maltese Civil Code.

PART 9

TERMS OF PAYMENT

The Contractor shall be entitled to receive payment from the Contracting Authority equivalent to 100% of the value of the contract upon full completion of the requirements of this contract.

The Contracting Authority may not certify such payment if the service provided is not in accordance to this tender document.

The Contractor shall not receive payment beyond the Contract Sum . Extra Services must be justified and approved in writing prior to commencement.

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PART 10

FORM OF TENDER

(Tenderers are to consult the related clarifications page on www.msa.org.mt for any amendments
in connection with the tender submission address)

NAME OF CONTRACT: Contract for the Peer Evaluation of the Time and Frequency Laboratory in the
Standards and Metrology Institute of the Malta Competition and Consumer Affairs Authority

TO: Malta Competition and Consumer Affairs Authority
Second Floor, Evans Building
Merchants Street
Valletta
VLT 1179

1. Having examined the Tender Documents including the Covering Letter, Preamble, Instructions to Tenderers and Conditions of Contract for the execution of the above-named Contract, we, the undersigned, hereby offer to perform the services in conformity with the said documents for the sum of (exclusive of VAT) :

(_€ _____)

2. We undertake, if our Tender is accepted, to complete and deliver the whole of the services comprised in the Contract within the time stated in the Contract, subject to the said Conditions.
3. We agree to abide by the Tender for a period of ninety (90) days from the date fixed for submission of tender and it shall remain binding upon us and may be accepted by you any time before the expiration of that period.
4. Unless and until a formal agreement is prepared and signed, this tender, together with your written acceptance thereof shall constitute a binding Contract between us, valid from the date of your written Letter of Acceptance.

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Dated this _____ day of _____ 2011

Signature _____ in the capacity of _____

duly authorised to sign tenders for and on behalf of : _____

Vat Reg. No.: _____

Contact details to be used with regards to tender

Address : _____

Tel. : _____

Fax No. : _____

E-mail: _____

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PART 11

CONTRACT AGREEMENT

(to be filled in at award stage)

This Agreement made the _____ day of _____ 2011

Between: _____

for and on behalf of: _____

of (address) : _____ (hereinafter

called "the Contracting Authority") and _____

for and on behalf of: _____

of (address) _____ (hereinafter

called "the Contractor").

Whereas the Contracting Authority requires that certain services should be provided and executed by the Contractor, namely, the:

and has accepted a Tender by the Contractor for the provision and execution of such services for the sum of

_____ (hereinafter called "the Contract Price")

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Now it is agreed as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract hereinafter referred to:
2. The following Documents shall be deemed to form this Agreement
 - A. Letter of Intent or Acceptance, if any;
 - B. Preamble;
 - C. Instructions to Tender;
 - D. Brief description of services to be provided;
 - E. Conditions of Contract ;
 - F. Duties and Responsibilities;
 - G. Delay in completion;
 - H. Payment for services rendered to the Contracting Authority; and
 - I. Arbitration.
3. The Contractor shall perform the services in conformity in all respects with the provisions of the Contract.
4. The Contracting Authority hereby covenants to pay the Contractor, in consideration of the performance of the services the Contract Price or such other sum as may become payable under the provision of the Contract at the times and in the manner prescribed by the Contract.
5. The parties have entered into this Agreement in accordance with their respective laws and statutes or constitutions on the date hereof by their duly authorised signatories.

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IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THEIR RESPECTIVE SIGNATURES ON THE DAY AND YEAR ABOVE WRITTEN.

FOR AND ON BEHALF OF
THE CONTRACTING AUTHORITY

FOR AND ON BEHALF OF
THE CONTRACTOR

SIGNATURE

SIGNATURE

NAME IN FULL

NAME IN FULL

DESIGNATION

DESIGNATION

WITNESS:

WITNESS:

SIGNATURE

SIGNATURE

FULL NAME

FULL NAME

ADDRESS: _____

ADDRESS: _____

OCCUPATION: _____

OCCUPATION: _____
