

SJRC-VOPS-33/2022

Fund for Voluntary Organisations

TENDER
FOR THE PURCHASE AND DELIVERY OF
ONE (1) new Electric Utility Terrain Vehicle (UTV)

April 2022

Date Published	02/05/2022	
Deadline for Submission	23/05/2022	17:30
Tender Opening	23/05/2022	17:30

Section 1- Instructions to Tenderer

- 1.1. General Instructions
- 1.2. Timetable
- 1.3. Lots
- 1.4. Variant Solutions
- 1.5. Financing
- 1.6. Clarification Meeting
- 1.7. Selection Criteria
- 1.8. Explanations/Clarification Notes Concerning the Tender
- 1.9. Currencies of Tender and Payments
- 1.10. Presentation & Submission of Tenders
- 1.11. Alterations and Withdrawal of Tenders
- 1.12. Opening of Tenders
- 1.13. Secrecy of the Procedure
- 1.14. Tender Evaluation Process
- 1.15. Criteria of Award
- 1.16. Right of the St John Rescue Corps to Accept or Reject any Tender
- 1.17. Appeals
- 1.18. The Letter of Acceptance
- 1.19. Period of Delivery

Section 2 – Technical Specifications

- 2.1. Contract Objective
- 2.2. Delivery Period
- 2.3. Specifications
- 2.4. Additional Terms and Conditions

Section 3 - Tender Form

Section 4 – Financial Bid

Section 1 – Instructions for Tenderer

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 the St John Rescue Corps, 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 3 and 4.

- 1.1.2.** The subject of this tender is the supply and delivery of one (1) new Utility Terrain Vehicle (UTV) for the project 'Electric All Terrain Rescue Vehicle (eATRV)'. This project is executed by the St John Rescue Corps and funded through the Voluntary Organisations Project Scheme (VOPS 33/2022).
- 1.1.3.** The Electric Utility Terrain Vehicle (UTV) shall be delivered at the St John Rescue Corps, Headquarters & Training School, Fort Madalena, Triq il-Madliena, Madliena, Swieqi, SWQ1013. The time-limits for delivery shall be between 4 to maximum 24 weeks 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. The St John Rescue Corps will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure.

1.2. Timetable

	DATE	TIME
Clarification meeting	Not Applicable	Not Applicable
Clarification period ends	16/05/2022	1700hrs
Deadline for request for additional information from St John Rescue Corps	16/05/2022	1700hrs
Deadline for submission of tenders	23/05/2022	1730hrs
Tender opening session	23/05/2022	1730hrs
End of Appeals period	30/05/2022	1600hrs
Issue of Letter of Acceptance (to be signed within 7 working days)	30/05/2022	1700hrs
All times Central European Summer Time (CEST)		

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. The project is financed through the Voluntary Organisations Project Scheme (VOPS).
- 1.5.2. The beneficiary of the financing is the St John Rescue Corps.

1.6. Clarification Meeting

- 1.6.1. No clarification meeting is planned.

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 the St John Rescue Corps by sending an email to tender@sjrcmalta.org until. The St John Rescue Corps 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 tender@sjrcmalta.org so that any clarifications/communications pertaining to this tender procedure will be communicated to them in due time as per tender document. The St John Rescue Corps shall not be held responsible for any misdemeanour if this condition is not adhered to.
- 1.8.4. The St John Rescue Corps 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. Payments will be made upon certification of works by the St John Rescue Corps, based on the invoice issued by the successful tenderer, in accordance with the time-frames, terms and conditions of the contract.

1.10. Presentation & Submission of Tenders

- 1.10.1. The tender must comprise the following duly completed documents, inserted in a single, sealed envelope **clearly marked** as Tender '**SJRC-VOPS-33/2022**':
- (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 the St John Rescue Corps.

1.10.3. All tenders must be received by not later than and deposited in the tender box at:

The Guard Room,
St John Rescue Corps, Headquarters & Training School,
Fort Madalena,
Triq il-Madliena,
Madliena, Swieqi, SWQ1013.

The tenders should be hand delivered or delivered by official postal (registered mail) or courier service. Tenders submitted by any other means (e.g. email) will not be considered.

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 prior to the. No tender may be altered after the deadline for submission.

1.11.2. Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in accordance with Clause 1.10, and the envelope must also be marked with “alteration” or “withdrawal”.

1.12. Opening of Tenders

1.12.1. Tenders will be opened by the St John Rescue Corps during a public session on the at hrs at Fort Madalena. A ‘Summary of Tenders Received’ will be published on the St John Rescue Corps website: www.sjrcmalta.org.

1.12.2. During the opening of the tenders, the tenderers' names, the tender prices and any other information the St John Rescue Corps may consider appropriate will be made available.

1.12.3. Envelopes marked “withdrawal” will be read out first and returned to the tenderer.

- 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/St John Rescue Corps 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.
- 1.15.2. The budget for this tender has been defined at a maximum of €23,000. St John Rescue Corps reserves the right to drop any applications outside of this set limit.

1.16. Right of the St John Rescue Corps to Accept or Reject any Tender

- 1.16.1. The St John Rescue Corps reserves the right to accept or reject any tender and/or to cancel the whole tender procedure and reject all tenders. The St John Rescue Corps reserves the right to initiate a new invitation to tender.
- 1.16.2. The St John Rescue Corps 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 the St John Rescue Corps be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the St John Rescue Corps has been advised of the possibility of damages. The publication of a contract notice does not commit the St John Rescue Corps to implement the programme or project announced.

1.17. Appeals

1.17.1. The St John Rescue Corps shall publish a notification on its website indicating the awarded contract, the financial aspect of the award and the name of the successful tenderer. The St John Rescue Corps shall, by electronic means, inform the tenderers concerned of the publication of the award. The St John Rescue Corps 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 the St John Rescue Corps may, within five working days from the publication of the notice, file a letter of objection, together with a deposit, with St John Rescue Corps, 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, the St John Rescue Corps 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 the St John Rescue Corps. The Review Board shall determine the complaint by upholding or rejecting it. The written decision of the Review Board shall be published on the St John Rescue Corps' 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 the St John Rescue Corps, the successful tenderer will sign a copy of the Letter of Acceptance and date the Letter of Acceptance and return it to the St John Rescue Corps.
- 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, the St John Rescue Corps 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.

- 1.18.4.** Only the signed Letter of Acceptance will constitute an official commitment on the part of the St John Rescue Corps, and activities may not begin until the contract has been signed both by the St John Rescue Corps 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 the St John Rescue Corps 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 the St John Rescue Corps.

2.1. Contract Objective

- 2.1.1.** This tender is for the supply, delivery and commissioning of one (1) new Utility Terrain Vehicle (UTV)

2.2. Delivery Period

2.2.1. The delivery Period shall be maximum of weeks from date of signature of the 'Letter of Acceptance'.

2.3. Specifications

Utility Terrain Vehicle (UTV)

- Fully road legal and be supplied road registered
- Engine: Full Electric Single 48v AC Induction Motor
- Transmission: Neutral, low, Medium, high and reverse
- Drive System: On demand 4-wheel drive and 2-wheel drive
- Minimum Top Speed: 40 km/hour
- Battery Range: Minimum 75Kms on flat ground
- Maximum charging time to full charge: 9 hours
- Charger: On-Board charging system with cables and connections and able to charge with normal domestic electrical grid.
- Brakes: Front and rear dual hydraulic disc brakes
- Person Capacity: 2 seated side-by-side with seats having 3-point seat belts
- Overall Vehicle Size not exceeding (W x L x H): ?????
- Box Internal Dimensions (L x W x H): 81 x 107 x 29 cm
- Box Minimum Payload: 220kgs
- Payload Capacity: 450kgs
- Hitch Towing Capacity: 650kgs
- Minimum Ground Clearance: 25cms
- Tires Minimum Size: 25 x 9-12 all-terrain UTV tires
- Instrumentation: Drive mode indicator, temperature light / gauge, battery life / range indicator, speed, Hour Meter, charging Indicator
- Cabin: Overhead Roll Cage, side mirrors, rear brake lights, rear driving lights, Front & rear turning signal lights, high & low beam headlights, horn
- Unless included as standard accessories, please quote the follow items as extra:
 - Winch
 - Windscreen
 - Roof

- Doors
 - Water-resistant heavy-duty fabric for overhead roll cage
 - Front spotlights
 - Rear spotlights
 - Auxiliary Battery Kit
- Colour – White or Grey or Red to match St. John Rescue Corps branding scheme.
 - Other - The vehicle shall include any general hand tools normally supplied by the manufacturers.

2.4. Additional Terms and Conditions

a. Vehicle condition:

- The vehicle must be new directly from the manufacturer and fully road legal.
- The Vehicle must be supplied road licensed and registered with Transport Malta.
- The St John Rescue Corps will fully inspect the new vehicle at the supplier's premises and perform a trial run at the supplier's expense.
- The new vehicle must be in good, road worthy condition in full compliance with the rules, regulations and laws applied in Malta.
- The body and under side of the new vehicle must be rust and dent free. No defects in panel surfaces requiring conventional body or paint work accepted. No missing, broken, or damaged parts that require replacement. No visible glass damage.
- The interior of the cab has to be clean, showing no wear, with no missing, broken, or damaged parts that require replacement.

b. Registration & documentation:

- The successful tenderer will be required to register the vehicle with Transport Malta and ensure that the documentation of the vehicle is in full compliance with the rules, regulations and laws applied in Malta. *The St. John Rescue Corps is exempt from Registration Tax and enjoys partial exemption from the Annual Circulation Tax, therefore the bidder has to register accordingly.*
- Details of documentation and logbook has to match the actual specs of vehicle and Engine Number, Chassis number, VIN numbers, etc.

- c. **Warranty:** The successful tenderer shall guarantee the new vehicle for at least 12 months from delivery.
- d. **Delivery:**
 - The successful bidder shall undertake to commission in Malta the vehicle upon delivery, and to indicate all the functions of the vehicle and training about any special procedures to be followed in the operations and maintenance of the unit to a selected group of operators from the St John Rescue Corps.
 - The vehicle shall be supplied complete in every respect (including road license and registration plates) and ready to take the road after a satisfactory trial run; all expenses in this connection to be borne by the successful bidder.

Section 3 – Tender Form

SJRC-VOPS—33/2022 Tender for the Supply, Delivery One (1) new Utility Terrain Vehicle (UTV) for the St John Rescue Corps

A. TENDER SUBMITTED BY:

Name		Surname	
Email		Phone	
Address			

B. CONTACT PERSON FOR THIS TENDER:

Name		Surname	
Email		Phone	
Address			

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 the St John Rescue Corps) for invitation to tender SJRC-VOPS-33/2022 of 02/05/2022. 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 duties, other taxes/charges, Eco-Contribution (if any) and any discounts) is according to the Grand Total on page 16 of this document.
3. This tender is valid for a period of 20 days 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 the St John Rescue Corps 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 the St John Rescue Corps 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

SJRC- - Tender for the Supply, Delivery and Commissioning of One(1) new Utility Terrain Vehicle (UTV) for the St John Rescue Corps.

	Amount in Euro (€)
Cost of vehicle	
VAT	
Registration Tax	
Grand Total Price of Vehicle including VAT and Registration *1	
Grand Total Price of Vehicle including VAT but EXCLUDING REGISTRATION TAX *2	

*1The Grand Total Price of Vehicle should include all taxes, including Registration Tax and VAT. When importing a vehicle, the St. John Rescue Corps is exempt from Registration Tax, therefore, the St John Rescue Corps will pay the Tenderer **Grand Total Price of the Vehicle including VAT but EXCLUDING REGISTRATION TAX *2 value.**

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

Signature:

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

Date: