



Request for Quotations

Request for Quotations (RfQ) for the Supply of 1 Digital Camera (VSA/066/2021)

ISSUED by:	VICTIM SUPPORT AGENCY
RfQ ref:	VSA/066/2021
Issue Date:	19/09/2022
Response/ Submission Date/Time	23/09/2022 at 12:00PM

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Section A: Instructions

The estimated Procurement Value for this Call for Quotations has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the estimated Procurement Value is that of **€200** excluding VAT And

The published Estimated Procurement Value is not restrictive and final on the Contracting Authority. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value.

Section B:

General Information

1. Scope

The purpose for this request for quotations, is to invite interested service providers for the Supply of 1 Digital Camera for the Victim Support Agency.

2. Beneficiary

Office purposes

3) Terms & Conditions

- I. Applicants shall bear all costs associated with the preparation and submission of the quotation documents. The VSA shall not reimburse any fee associated with the preparation of quotation documents in the events that any or all offer/s is/are rejected.
- II. When putting forward quotation, the bidder is declaring that s/he is not affected by any potential conflict of interest.
- III. The VSA reserves the right to cancel this request for quotations procedure and reject all quotations that had been received and also reserves the right to initiate a new call for quotation.
- IV. The VSA reserves the right to refuse any of the offers, even the cheapest technical offer, as well as the right to accept any offer in part.

Section C

Details of information requested

1) General Economic Operator Information

The Contracting Authority is asking interested Economic Operators to submit a response containing, the following information:

- Annex I – General Details
- Annex II – Financial Offer

2) Specific Overview

a) Specific Activities

The Supply of a 1 Digital Camera at the Victim Support Agency

b) Specifications:

Megapixels	>= 18MP
Optical zoom	>= 22x optical zoom
Movie recording	Full HD Video Recording
Storage Media/Memory Card	64GB
Connectivity	USB Connectivity
Other Accessories	Camera Case, Compatible USB Cable, Camera Stand

c) Request for Clarifications

Interested parties may submit requests for clarifications in writing to the VSA by sending an email on: vsadmin@gov.mt by not later than 20th September 2022.

d) Payment Terms

- Payments will be made upon the presentation of an invoice and internal certification.
- The invoice shall be addressed to the Victim Support Agency and display the net amount, the VAT amount and the total amount in EURO.

3) Response Format and Award Criteria

- I. Responses are to be straightforward, clear, concise, and specific to the information requested. For submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the Contracting Authority in the Request for Quotations.
- II. The award criteria for this Request for Quotations is the Price (cheapest technically

compliant).

- III. Prospective bidders are invited to submit their offer, by not later than 23rd September 2022 at noon by sending **a signed and scanned copy of Annex I and Annex II** on the following email address **vsadmin@gov.mt**

ANNEX I

General Details - Submission Form

Deadline for submission 23rd September 2022

General Details –.	
Name of Economic operator:	
Contact Person:	
Address:	
Email Address:	
Contact No. (Mob.):	
Website (if applicable):	
VAT Registration No.:	
Date:	Signature of Authorised Person to sign on behalf of the Economic Operator

ANNEX II

Financial Bid Offer

To be submitted up to two (2) decimal places and cost as per terms & conditions in section 3 of this RFQ.

Supply of 1 Digital Camera (VSA/66/2021)

Quantity	Description of Items	Unit Cost including Taxes/Charges, other Duties & Discounts but <u>Exclusive</u> of VAT (Delivered Duty Paid - DDP) €	VAT amount for each €	Total cost <u>including</u> Taxes/Charges, other Duties, Discounts and VAT (Delivered Duty Paid - DDP) €
	Total €	€	€	€
Estimated Delivery Period from Date of Order:				

Date:

Signature of Authorised Person to sign on behalf of the Economic Operator

I declare that by signing this form I have read, understood and agree to abide to the Terms and Conditions in Section 3 of this Request for Quotations