



VICTIM SUPPORT AGENCY

Call for Quotations

**Call for Quotations (CFQ) for the Supply of 4 Monitors + 6 Mice + 4 Keyboards + 6 HDMI Cables
(VSA/066/2021)**

ISSUED by:	VICTIM SUPPORT AGENCY
CfQ ref:	VSA/066/2021
Issue Date:	10th May 2023
Response/ Submission Date/Time	16th May 2023

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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 €750 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 4 Monitors + 6 Mice + 4 Keyboards + 6 HDMI Cables in the VSA Main Office located in 52, Old Theatre Street, Valletta.

2. Beneficiary

VSA Staff

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 an offer, 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 call for quotations procedure and reject all quotations that had been received and also reserves the right to initiate a new call for quotation.

Section C:

Details of information requested

1. General Economic Operator Information

The Contracting Authority is inviting 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 4 Monitors + 6 Mice + 4 Keyboards + 6 HDMI Cables at the Victim Support Agency Head Office in Valletta.

b) Specifications:

Monitor	Display size Inputs Internal speakers	53.34 cm (21 inch) full HD (1080p) 1x HDMI connection None 6 HDMI Cables
Mice	Wired or Wireless DPI Number of buttons Backlit Colour	Wired with USB Connection 1000 dpi 3 No Black
Keyboards	Layout Wired or Wireless With numeric pad	Maltese layout Wired with USB Connection Yes

c) Reporting requirement

Not Applicable

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 displays 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 Call for Quotations.
- II. The award criteria for this Call for Quotations is the Price (cheapest technically compliant).
- III. Prospective bidders are invited to submit their offer, by not later than 16th May 2023 at noon by sending **a signed and scanned copy of Annex I and Annex II** on the following email address VSAadmin@gov.mt or delivered by post on the following postal address: Victim Support Agency, 52, Old Theatre Street, Valletta.

ANNEX I

General Details - Submission Form

Deadline for submission - _____

General Details - Supply of 4 Monitors + 6 Mice + 4 Keyboards + 6 HDMI Cables (VSA/066/2021)	
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 include artwork cost as per terms & conditions in section 2 of this CFQ.

Deadline for submission – _____

***Supply of 4 Monitors + 6 Mice + 4 Keyboards + 6 HDMI Cables
(VSA/066/2021)***

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) €
4	Monitors			
6	Mice			
4	Keyboards			
6	HDMI Cables			
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 B of this Request for Quotations.