**CALL FOR QUOTES – KMKA/77/19**

**BID FORM**

1. With reference to Quote. No KMKA/77/19, dated 16th July 2019 and in terms of the conditions therein mentioned and those thereto attached, I/we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of individual or firm making the bid in BLOCK LETTERS)

offer and bind myself/ourselves to purchase "Tale Quale" and remove the unserviceable items, as shown on the attached Schedule after paying the relative price in conformity with the conditions here to annexed, for the sum of

(a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Euro

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cents

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| € | c |

2. I/We hereby acknowledge that I am/we are fully cognizant of the contents of the conditions of this bid.

3. I/We undertake that this bid shall not be retracted or withdrawn for a period of 90 days from the date of expiration of the period fixed for its delivery, inclusively, but shall remain binding and may be accepted by the Government at any time during the said period of 90 days.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(b)

Name in BLOCK LETTERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address in BLOCK LETTERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VAT Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a) Price to be stated in FIGURES and in WORDS.

(b) In the case of bids from a Company or Partnership, the name of the company and the date or registration in conformity with the Commercial Partnerships Ordinance (Ord X of 1962) or analogous legislation of the country where the company is registered is to be indicated and the person signing the bid should be and is considered to be fully authorised to action behalf of the Company or Partnership for all purposes relating to the bid.

**Instructions to bidders:**

* You are kindly requested to submit your quote/s for the above item/s. **All quotes should include the following information**:
  + Full name of company,
  + Address of Company,
  + Full name of contact person,
  + Contact Telephone Number / Mobile Number & Fax Number,
  + Email Address,
  + **VAT number**,
  + Quotation Date,
* Please note that quotes should be in **Euro currency.**  **Where a payment transaction includes a currency conversion, the payee shall pay the charges levied by his payment service provider, and the payer shall pay the charges levied by his payment service provider.**
* Bids will be received by **1st August 2019 at 10:00am.** Late entries will not be considered.
* Quotes can be sent either through email or brought by hand, in which case they should be inserted in the **Tender Box** at the Arts Council Malta.  **Quotes can be brought by hand from Monday to Friday between 8.00 am and 1.00 pm only**. Offers received via E-mail will be inserted in a sealed envelope and posted in the respective box.
* **Quotes must be valid for a minimum of 90 days.**
* **Removal costs must be included in all received quotes.**
* **On site viewing of the material will be held on Tuesday 23rd July from 9:30 to 11:00am**
* **Clarifications can be sought up to THREE WORKING DAYS before the closing date.**
* **Please note that it is entirely the Bidder’s responsibility to ascertain that the quote is received BEFORE the deadline for submission of quotes. Thus, the government cannot be held responsible for quotes which are not recorded on the Schedule of Offers sheet after the bid opening session because these were received after the expiry of the above deadline.**
* All quotes should be sent either:
  + - * by email on infoacm@artscouncilmalta.org **or**
      * by hand

by **10 am** on **Thursday 1st August 2019**

* **ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.**