
Call for Quotations for the Supply and Delivery of Stationery for the Malta Financial Services Authority

National Contract Notice for classic procurement (for online publication only)

SECTION I: CONTRACTING AUTHORITY
I.1) NAME, ADDRESSES AND CONTACT POINT(S)

Official name: [Malta Financial Services Authority](#) National ID:
Postal address: [Mdina Road, Zone 1, Central Business District](#)
 Town: [Birkirkara](#) Postal code: [CBD 1010](#)
 Country: [Malta](#)
Contact point(s): Telephone: [+356 21441155](#)
 For the attention of:
 Email: Fax: [+356 21441188](#)

Internet address(es) (if applicable)

 General address of the contracting authority (URL): <http://www.mfsa.mt>

 Address of the buyer profile (URL): <https://www.etenders.gov.mt/epps>

 Electronic access to information (URL): <https://www.etenders.gov.mt/epps>

 Electronic submission of tenders and requests to participate (URL): <https://www.etenders.gov.mt/epps>
Further information can be obtained at:

- As in above-mentioned contact point(s)
 Other: please complete Annex A.I

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:

- As in above-mentioned contact point(s)
 Other: please complete Annex A.II

Tenders or requests to participate must be sent to:

- As in above-mentioned contact point(s)
 Other: please complete Annex A.III

I.2) TYPE OF THE CONTRACTING AUTHORITY

- | | |
|---|--|
| <input checked="" type="radio"/> Ministry or any other national or federal authority, including their regional or local sub-divisions | <input type="radio"/> General public services |
| <input type="radio"/> National or federal agency/office | <input type="radio"/> Defence |
| <input type="radio"/> Regional or local authority | <input type="radio"/> Public order and safety |
| <input type="radio"/> Regional or local agency/office | <input type="radio"/> Environment |
| <input type="radio"/> Body governed by public law | <input type="radio"/> Economic and financial affairs |
| <input type="radio"/> European institution/agency or international organisation | <input type="radio"/> Health |
| <input type="radio"/> Other (please specify): | <input type="radio"/> Housing and community amenities |
| | <input type="radio"/> Social protection |
| | <input type="radio"/> Recreation, culture and religion |
| | <input type="radio"/> Education |

Call for Quotations for the Supply and Delivery of Stationery for the Malta Financial Services Authority

Other (please specify):

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities:

yes no

(If yes, information on those contracting authorities can be provided in Annex A)

SECTION II: OBJECT OF THE CONTRACT**II.1) DESCRIPTION****II.1.1) Title attributed to the contract by the contracting authority**

[Call for Quotations for the Supply and Delivery of Stationery for the Malta Financial Services Authority](#)

II.1.2) Type of contract and location of works, place of delivery or of performance

(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))

<input type="radio"/> (a) Works <input type="radio"/> Execution <input type="radio"/> Design and execution <input type="radio"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities	<input checked="" type="radio"/> (b) Supplies <input type="radio"/> Purchase <input type="radio"/> Lease <input type="radio"/> Rental <input type="radio"/> Hire purchase <input type="radio"/> A combination of these	<input type="radio"/> (c) Services Service category No <i>Please see Annex C3 for service categories</i>
Main site or location of works	Main place of delivery NUTS code MT00	Main place of performance

II.1.3) The notice involves

- A public contract
- The establishment of a framework agreement
- The setting up of a dynamic purchasing system (DPS)

II.1.3) Information on framework agreement (if applicable)

<input type="radio"/> Framework agreement with several operators Number <i>OR, if applicable, maximum number of participants to the framework agreement envisaged</i>	<input type="radio"/> Framework agreement with a single operator
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Duration of the framework agreement:

Duration in year(s): _____ or month(s): _____

Justification for a framework agreement, the duration of which exceeds four years:

Estimated total value of purchases for the entire duration of the framework agreement (if applicable; give figures only):

Estimated value excluding VAT:

Currency:

Call for Quotations for the Supply and Delivery of Stationery for the Malta Financial Services Authority

OR Range: between	and	Currency:
Frequency and value of the contracts to be awarded: <i>(if known)</i> :		

II.1.5) Short description of the contract or purchase(s)

Refer to CfQ Documentation.

II.1.6) Common procurement vocabulary (CPV)

	Main vocabulary	Supplementary vocabulary <i>(if applicable)</i>
Main object	30192700	

II.1.7) Contract covered by the Government Procurement Agreement (GPA) yes no**II.1.8) Division into lots** *(for information about lots, use Annex B as many times as there are lots)* yes no**If yes**, tenders should be submitted for *(tick one box only)* one lot only one or more lots all lots**II.1.9) Variants will be accepted** yes no**II.2) QUANTITY OR SCOPE OF THE CONTRACT****II.2.1) Total quantity or scope** *(including all lots and options, if applicable)*

<i>If applicable</i> , estimated value excluding VAT <i>(give figures only)</i> :	Currency:	
ORRange: between	and	Currency:

II.2.2) Options *(if applicable)* yes no**If yes**, description of these options:

<i>If known</i> , provisional timetable for recourse to these options:		
in months:	ordays:	(from the award of the contract)

II.2.3) Information about renewals *(if applicable)**This contract is subject to renewal* yes no

Number of possible renewals <i>(if any)</i> :	orRange: between	and
<i>If known</i> , in the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:		
in months:	ordays:	(from the award of the contract)

Call for Quotations for the Supply and Delivery of Stationery for the Malta Financial Services Authority

II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION

Duration in months:	ordays:	(from the award of the contract)
OR Starting	(dd/mm/yyyy)	
Completion	(dd/mm/yyyy)	

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**III.1) CONDITIONS RELATING TO THE CONTRACT****III.1.1) Deposits and guarantees required (if applicable)****III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them****III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded (if applicable)****III.1.4) Other particular conditions to which the performance of the contract is subject (if applicable)**

yes no

If **yes**, description of particular conditions

III.2) CONDITIONS FOR PARTICIPATION**III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if requirements are met:

III.2.2) Economic and financial capacity

Information and formalities necessary for evaluating if requirements are met:	Minimum level(s) of standards possibly required (if applicable):
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III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met:	Minimum level(s) of standards possibly required (if applicable):
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III.2.4) Information about reserved contracts (if applicable)

- The contract is restricted to sheltered workshops
 The execution of the contract is restricted to the framework of sheltered employment programmes

SECTION IV: PROCEDURE**IV.1) TYPE OF PROCEDURE****IV.1.1) Type of procedure**

<input checked="" type="radio"/> Open

Call for Quotations for the Supply and Delivery of Stationery for the Malta Financial Services Authority

<input type="radio"/> Accelerated open
<input type="radio"/> Restricted
<input type="radio"/> Accelerated restricted
<input type="radio"/> Competitive procedure with negotiation
<input type="radio"/> Accelerated competitive procedure with negotiation
<input type="radio"/> Competitive dialogue
<input type="radio"/> Innovation partnership

IV.2) AWARD CRITERIA**IV.2.1) Award criteria** (please tick the relevant box(es))

Lowest price

OR

The most economically advantageous tender in terms of

- the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)
- the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

IV.2.2) An electronic auction will be used

yes no

If yes, additional information about electronic auction (if appropriate)

IV.3) ADMINISTRATIVE INFORMATION**IV.3.1) File reference number attributed by the contracting authority** (if applicable)

[CfQ-12-21](#)

IV.3.2) Previous publication(s) concerning the same contract

yes no

If yes,

<input type="radio"/> Prior information notice	<input type="radio"/> Notice on a buyer profile
Notice number in OJ:	of (dd/mm/yyyy)
<input type="radio"/> Other previous publications (if applicable)	

Call for Quotations for the Supply and Delivery of Stationery for the Malta Financial Services Authority**IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in the case of a competitive dialogue)**

Time limit for receipt of requests for documents or for accessing documents	
Date: (dd/mm/yyyy)	Time:
Payable documents	
<input type="radio"/> yes <input checked="" type="radio"/> no	
If yes, price (give figures only):	Currency:
Terms and method of payment:	

IV.3.4) Time-limit for receipt of tenders or requests to participate

Date: 22/10/2021 (dd/mm/yyyy) Time: 09:30

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up Any EU official language Official EU language(s):

ES CS DA DE ET EL EN FR IT LV LT HU MT NL PL PT SK SL FI SV BG GA RO

Other:

IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)

Until: (dd/mm/yyyy)

ORDuration in month(s): OR days: (from the date stated for receipt of tender)

IV.3.8) Conditions for opening tenders

Date: 22/10/2021 (dd/mm/yyyy) Time: 10:00

Place (if applicable):

Persons authorised to be present at the opening of tenders (if applicable)

 yes no**SECTION VI: COMPLEMENTARY INFORMATION****VI.1) THIS IS A RECURRENT PROCUREMENT (if applicable)** yes no

If yes, estimated timing for further notices to be published:

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS yes no

If yes, reference to project(s) and/or programme(s):

VI.3) ADDITIONAL INFORMATION (if applicable)**VI.4) PROCEDURES FOR APPEAL****VI.4.1) Body responsible for appeal procedures**

Call for Quotations for the Supply and Delivery of Stationery for the Malta Financial Services Authority

Official name: [Public Contracts Review Board](#) National ID:
Postal address: [Notre Dame Ditch](#)
Town: [Floriana](#) Postal code: [FRN 1601](#)
Country: [Malta](#) Telephone: [+356 21239095](#)
Email: Fax:
Internet address (URL):

Body responsible for mediation procedures (if applicable)

Official name: National ID:
Postal address:
Town: Postal code:
Country: Telephone:
Email: Fax:
Internet address (URL):

VI.4.2) Lodging of appeals (please fill heading VI.4.2 OR if need be, heading VI.4.3)

Precise information on deadline(s) for lodging appeals:

VI.4.3) Service from which information about the lodging of appeals may be obtained

Official name: National ID:
Postal address:
Town: Postal code:
Country: Telephone:
Email: Fax:
Internet address (URL):

VI.5) DATE OF DISPATCH OF THIS NOTICE:

[01/10/2021](#) (dd/mm/yyyy)