



AWTORITÀ GĦAS-SAĦĦA U S-SIGURTÀ FUQ IL-POST TAX-XOĠĦOL  
OCCUPATIONAL HEALTH & SAFETY AUTHORITY

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**Publ. Ref:**

**Call for Quotations – CQ007/2023 – Black Fabric Upholstery Lecture Chairs  
with left-hand detachable writing pad/table/tablet**

Date Published: Friday, 24<sup>th</sup> March 2023 @ 10:00 CET

Closing Date: **Monday, 3<sup>rd</sup> April 2023 @ 10:00 CET**

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## **CQ007/2023 – Black Fabric Upholstery Lecture Chairs with left-hand detachable writing pad/table/tablet**

- Quotations marked **CQ007/2023 – Black Fabric Upholstery Lecture Chairs with left-hand detachable writing pad/table/tablet**, will be received by email at the Corporate Services Section, Occupational Health & Safety Authority up to **10:00h of Monday, 3<sup>rd</sup> April 2023**, for Black Fabric Upholstery Lecture Chairs with left-handed detachable writing pad/table/tablet, supplied, delivered, and assembled as per Bill of Quantities (BoQ – Table 1).
- Only quotations received via the designated email address [procurement.ohsa@ohsa.mt](mailto:procurement.ohsa@ohsa.mt) shall be considered for evaluation.

### **General Instructions:**

Submitted offers are expected to adhere to the following requirement/s:

1. Prices should be listed in the **template provided** (BoQ – Table 1), reflecting final cost of item; the final cost of entire supply contract to OHSA, shall be shown in the respective column. Price/s quoted to be **exclusive of VAT, delivered to OHSA premises @ ground floor**.
2. A **single rate of supply** exclusive of VAT needs to be quoted and to be kept constant for the duration of this procurement.
3. Economic Operators submitting an offer are confirming that they do not fall under the **exclusion criteria** (and blacklisting) as per Public Procurement Regulations.
4. Bidders are required to submit quote by **COMPLETING IN FULL**
  - i **Table 1** – [click here](#)
  - ii **Table 2** – [click here](#)
5. **Awarded** Economic Operator will eventually be asked to complete a more detailed *Suppliers Data Sheet* to facilitate interaction and payment.

### **Stock, Delivery, Invoicing & payment terms:**

- Items to be delivered **within 3 (three) working weeks** following advice of award to the successful bidder.
- OHSA binds itself to take delivery of the entire purchase (subject to conditions outlined in this call and those entitled *Award Criteria*) by not later than 3 months from the date of award.
- Invoices to be issued by Supplier according to each quantity being delivered.
- Method of Payment: by SEPA online Direct Credit Transfer 30 days from invoice.

### **Samples:**

- Samples are required to be submitted by closing date **Monday 3<sup>rd</sup> April 2023 @ 10:00h** and be addressed as per call – **Black Fabric Upholstery Lecture Chairs with left-hand detachable writing pad/table/tablet.**
- A delivery-note detailing contents being offered and the respective bidder contact details is to accompany the samples.
- Samples will be returned within one week from closing date **only if indicated accordingly in Table 2 – Economic Operator (EO) Details and Samples.**

### **Award Criteria:**

- Although it is the primary intention of the OHSA to procure all the items required in this call – **CQ007/2023 – Black Fabric Upholstery Lecture Chairs with left-hand detachable writing pad/table/tablet** from a single economic operator, OHSA reserves the right of accepting any quotation wholly or in part, or of dividing the purchase among two or more Economic Operators in case of parity at submission.
- Although **preference will be given to the cheapest and technically compliant offer**, OHSA is not bound to accept the lower of any offer and likewise to give reasons for the acceptance or rejection of any offer.
- **At all stages of this procurement process, the supply of the items may be subject to quality assurance assessments that might result in rejection should the supply not meet the desired quality levels.**

### **Clarifications:**

- Requests for clarification will be received until **Wednesday, 29<sup>th</sup> March 2023 @ 10:00h** on [procurement.ohsa@ohsa.mt](mailto:procurement.ohsa@ohsa.mt), marked **CQ007/2023 – Black Fabric Upholstery Lecture Chairs with left-hand detachable writing pad/table/tablet – Clarifications**, and shall be answered accordingly by not later than noon of the same date.

### **Results:**

- The opening report will be published on OHSA's notice board for 10 consecutive calendar days after the closing date.
- The schedule will include Economic Operators' name, Response Date and Pricing Information offered.
- The successful bidder will be notified within 5 working days from the closing date for submissions.
- All submissions will be acknowledged by email.

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