

IMPORTANT NOTE

Submission of e-Tenders

Tenders must be submitted by registered Economic Operators.

EPPS users holding a sole trader account are kindly reminded that their account can only be used to submit tenders under their sole trader's name and not on behalf of any other organisation.

In case a tender needs to be submitted by any other type of Economic Operator (e.g. Company/Joint Venture/Consortium), an account needs to be created either through the ePPS or e-ID as per Terms of Use for Economic Operators and only this account must be used to submit the tender.

In the case where a person requires to submit a tender on behalf of an entity which may be an organisation or Joint Venture/Consortium, the submission must be performed through the account of the entity. The latter must assign the person an account to perform the submission on its behalf, if the person is not already assigned. The entity will be considered as the economic operator submitting the tender.

Economic Operators are reminded that **ONLY** in the case of **New Account Registrations**, irrespective of the type and form of the Economic Operators, they have a choice between registering either directly through the ePPS at www.etenders.gov.mt or through the e-ID Service via the MyGov website at www.mygov.mt. In the case of the latter, Economic Operators must qualify for e-ID as per the ePPS Terms of Use for Economic Operators.

Prospective Bidders are reminded that when submitting more than one option for a particular CfT, they should submit multiple tenders.

Prospective Bidders are reminded to follow the above instructions and other instructions in the Terms of Use of the e-procurement system (ePPS) and the Manual for Economic Operators available under the 'Help' tab of the epps homepage.

The Department of Contracts reserves the right to disqualify Economic Operators who do not abide by the above instructions.

Submission of Financial Offer

Tenderers must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. **VAT shall be paid in accordance with the current VAT regulations.**



REFERENCE NUMBER: MGA/02/2018

THE CONSTRUCTION, INSTALLATION & DISMANTLING OF STAND AT DELTA SUMMIT, AT IACC CONFERENCE CENTRE, INTERCONTINENTAL MALTA ST. JULIAN`S, MALTA FOR THE PERIOD 3RD OCTOBER TO 5TH OCTOBER 2018, AND SUBSEQUENT TRANSPORTATION, INSTALLATION & DISMANTLING AT SIGMA, SUMMIT OF IGAMING MALTA, AT THE MALTA FAIRS & CONVENTIONS CENTRE (MFCC), TA` QALI, MALTA FOR THE PERIOD 28TH TO 30TH NOVEMBER, 2018.


Date Published: 20th July 2018

Deadline for Submission: 10th August 2018 at 10:00am CET

Tender Opening: 10th August 2018 at 10:30am CET

IMPORTANT

Clarifications shall be uploaded and will be available to view/download from www.etenders.gov.mt

 This e-tender does not require print-outs from this document. Please consider your environmental responsibility before printing.



Malta Gaming Authority
Building SCM 02-03, Level 4, Smart City Malta, Ricasoli
SCM1001, Malta
Tel: +356 2546 9000 Email: info.mga@mga.org.mt

Table of Contents

Table of Contents	3
SECTION 1 - INSTRUCTIONS TO TENDERERS	4
1. General Instructions	4
2. Timetable.....	6
3. Lots.....	6
4. Variant Solutions	6
5. Financing	6
6. Clarification Meeting/Site Visit/Workshop	6
7. Selection and Award Requirements.....	7
8. Tender Guarantee (Bid Bond)	9
9. Criteria for Award	9
SECTION 2 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS.....	10
SECTION 3 - SPECIAL CONDITIONS.....	12
SECTION 4 - TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE (Note 3)	16
SECTION 5 - SUPPLEMENTARY DOCUMENTATION	20
5.1 - Draft Contract Form	20
5.2 - Glossary.....	20
5.3 - Specimen Performance Guarantee	20
5.4 - General Conditions of Contract	20
Financial Offer/Bill of Quantities.....	21

~~~~~

## SECTION 1 - INSTRUCTIONS TO TENDERERS

### 1. General Instructions

- 1.1 In submitting a tender (unless otherwise indicated, a tender offer above 100MB will not be accepted by the system (ePPS), the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent Clarifications issued by the Central Government Authority/Contracting Authority (CGA/CA), whatever the economic operator's own corresponding conditions may be, which through the submission of the tender is waived. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document. These Instructions to Tenderers complement the latest version of the General Rules Governing Tenders applicable on the date of the publication of this tender, the Terms of Use and the Manual for Economic Operators applicable to Government's e-Procurement Platform (available from [www.etenders.gov.mt](http://www.etenders.gov.mt)).

No account can be taken of any reservation in the tender in respect of the procurement documents; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.

Prospective tenderers must submit their response to this tender online, at [www.etenders.gov.mt](http://www.etenders.gov.mt), by completing the prescribed tender response format using the Tender Preparation Tool (TPT) provided by the System. Please note that the TPT was recently updated. This means that anyone who has downloaded the TPT in the past will need to download this tool again. If this is not done, the tender package, created using the old version of the tool, will not be accepted by the e-tenders portal. Therefore, to avoid the inconvenience of having the tender package rejected, please make sure that you fill in the tender structure using the latest version which can be downloaded from the <http://www.etenders.gov.mt> portal. In case of any discrepancy between the requirements contained in this document and those in the tender response format (xml tender structure), the latter shall prevail.

Prospective tenderers take full responsibility to submit their electronic tender response (offer) well before the tender submission deadline in order to avoid last minute upload restrictions. Tender offers must be fully uploaded/accepted by the ePPS prior to the deadline for submission of offers, that is, tenders in transit upon tender submission deadline will be rejected.

**Note:**

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

1.2 The subject of this tender is the Construction, Installation & Dismantling of Stand at Delta Summit, at IACC Conference Centre, Intercontinental Malta St. Julian`s, Malta for the period 3<sup>RD</sup> October to 5<sup>TH</sup> October 2018, and subsequent Transportation, Installation & Dismantling at SiGMA, Summit of iGaming Malta, at the Malta Fairs & Conventions Centre (MFCC), Ta`Qali, Malta for the period 28<sup>th</sup> to 30<sup>th</sup> November, 2018 of the following services:

- Construction, Installation & Dismantling of Stand at Delta Summit, St`Julian`s Malta
- Subsequent Transportation of Stand
- Construction, Installation & Dismantling of Stand at SiGMA, Malta. Followed by storage of stand and / or disposal

The Malta Gaming Authority reserves the right to view the works at the location agreed in writing by both parties prior to the installation of the stand

1.3 The place of acceptance of the services of construction, installation & dismantling of stand shall be at Delta Summit, at IACC Conference Centre, Intercontinental Malta St. Julian`s, Malta, whilst the place of acceptance for the re-installation of stand shall be at SiGMA being held at the Malta Fairs & Conventions Centre (MFCC), Ta`Qali. However, the Malta Gaming Authority (MGA), reserves the right to view the supplies at the location agreed upon by both parties prior to transportation and/or installation of the stand.

It is the responsibility of the Contractor to ensure that the on-site construction of the Stand and its dismantling are carried out within the stipulated times and dates, of which dates and times have to be agreed with the events organisers. The dates aforementioned may be varied by the event organisers and it is the responsibility of the Contractor to ensure adherence.

The Contractor is to constantly remain up to date with the events' websites and <https://delta-summit.com/> [Delta Summit] <http://www.maltaigamingsummit.com> [SiGMA].

1.4 This is a global price/fee-based for service contracts

1.5 This call for tenders is being issued under an open procedure.

1.6 This call for tenders is not a reserved contract.

1.7 The Contracting Authority for this tender is The Malta Gaming Authority.

## 2. Timetable

|                                                                                                                                                                                                                                                                                                                                                             | DATE                         | TIME      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------|
| Workshop (Refer to Clause 6.2)                                                                                                                                                                                                                                                                                                                              | Refer to 6.2                 | -         |
| Deadline for request for any additional information from the Contracting Authority<br><br>Clarifications by registered users to be sent online through <ul style="list-style-type: none"> <li>• <a href="http://www.etenders.gov.mt">www.etenders.gov.mt</a></li> <li>• <a href="mailto:yorana.a.penza@mga.org.mt">yorana.a.penza@mga.org.mt</a></li> </ul> | 2 <sup>nd</sup> August 2018  | 23.00 hrs |
| Last date on which additional information can be issued by the Contracting Authority                                                                                                                                                                                                                                                                        | 6 <sup>th</sup> August 2018  | 16.00 hrs |
| Deadline for Submission of Tenders<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                                                                                                                                                                                                                          | 10 <sup>th</sup> August 2018 | 10.00 hrs |
| Tender Opening Session<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                                                                                                                                                                                                                                      | 10 <sup>th</sup> August 2018 | 10.30 hrs |

\* All times Central European Time (CET)/Central European Summer Time (CEST) as applicable

## 3. Lots

- 3.1 This tender is not divided into lots, and tenders must be for the whole of quantities indicated. Tenders will not be accepted for incomplete quantities.

## 4. Variant Solutions

- 4.1 Variant solutions cannot be applied for departmental tenders.

## 5. Financing

- 5.1 The project is financed from local budget funds.

## 6. Clarification Meeting/Site Visit/Workshop

- 6.1 No clarification meeting/site visit is planned.
- 6.2 Economic operators may register to attend a workshop that will be organised in collaboration with the Institute for Public Services (Ex-CDRT: Centre for Development, Research and Training) at San Salvatore Bastion, Sa Maison Road, Floriana FRN1610. During this workshop, economic operators will be given the opportunity to familiarise themselves with Government's e-Procurement platform.

Economic operators are to register to attend this workshop by sending an email on [etenders@gov.mt](mailto:etenders@gov.mt) with the name, surname, role within the organisation, and contact details (telephone and email address) of the nominated person.

## **7. Selection and Award Requirements**

In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder.

### **(A) Eligibility Criteria**

- (i) Declare agreement, conformity and compliance with the General Rules Governing Tendering in the Tender Response Format (available from [www.etenders.gov.mt](http://www.etenders.gov.mt)).
- (ii) Declare agreement, conformity and compliance with the provisions of the Tenderer's Declaration, the terms of use and the manual for Economic Operators in Tender Response Format.
- (iii) Power of Attorney (if applicable). <sup>(Note 2A)</sup>
- (iv) Data on Joint Venture/Consortium (if applicable). <sup>(Note 2A)</sup>

### **(B) Exclusion (including Blacklisting) and Selection Criteria - information to be submitted through the tender response format (available from [www.etenders.gov.mt](http://www.etenders.gov.mt)). <sup>(Note 2A)</sup>**

- (i) Declaration concerning exclusion grounds including blacklisting (as per tender structure).
- (ii) Declaration concerning Selection Criteria as per form uploaded in the tender structure.

### **(C) Technical Specifications**

- (i) Tenderer's Technical Offer in response to specifications to be submitted online through the prescribed Tender Response Format and by using the Tender Preparation Tool provided. <sup>(Note 3)</sup>

**Key Experts Form, the Statement the Self-declaration form for Key Experts (relating to public employees) and CVs <sup>(Note 2A)</sup>**

**Tenderer's Technical Offer (Organisation and Methodology) <sup>(Note 3)</sup>**

Meet the following minimum

- Uploading of statement showing the Tenderer`s Quality Assurance Policy
- Uploading of statement of tools/equipment/machinery available to the Tenderer to be utilised in fulfilling the Terms of Reference of this contract
- Provide data concerning subcontractors and the percentage of works to be subcontracted as per Form marked Sub-Contracting to be submitted online through the prescribed Tender Response Format and by using the Tender Preparation Tool provided
- A list of key experts and other staff proposed for the execution of this contract as per form marked Key Experts

Key Expert should have minimum of an MCAST Diploma in relevant woodwork/building standards.

The Evaluation Committee reserves the right to request the Tenderers to substantiate their claims in respect to the staff proposed by requesting CV`s of key staff and signed Declaration of Exclusivity and Availability during the evaluation stage.

#### (D) Financial Offer

- (i) A financial offer calculated on the basis of **Delivered Duty Paid (DDP)** <sup>2010</sup> **(Grand Total)** for the services tendered as per Tender Response Format [inclusive of spare parts/after-sales services/maintenance/training as applicable]. <sup>(Note 3)</sup>
- (ii) A filled-in Financial Bid Form (as per document available to download online from [www.etenders.gov.mt](http://www.etenders.gov.mt)) as per Tender Response Format. <sup>(Note 3)</sup>

#### Notes to Clause 7:

*1. Not applicable for departmental tenders.*

*2. A) Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.*

*B) Tenderers will be requested to rectify/submit only missing documents within five (5) working days from notification. No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information.*

*All Rectifications are free of charge.*

*3. No rectification shall be allowed. Only clarifications on the submitted information may be requested.*



## **8. Tender Guarantee (Bid Bond)**

- 8.1 No tender guarantee (bid bond) is required.

## **9. Criteria for Award**

- 9.1 The sole award criterion will be the price. The contract will be awarded to the tenderer submitting the cheapest priced offer satisfying the administrative and technical criteria.

## SECTION 2 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

### *Part IX of the Public Procurement Regulations*

#### Appeals from decisions taken after the closing date for the submissions of an offer

**270.** Where the estimated value of the public contract meets or exceeds five thousand euro (€5,000) any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Public Contracts Review Board, which shall contain in a very clear manner the reasons for their complaints.

**271.** The objection shall be filed within ten (10) calendar days following the date on which the contracting authority or the authority responsible for the tendering process has by fax or other electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

**272.** The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.

**273.** The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the contracting authority of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the contracting authority for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.

**274.** The Secretary of the Public Contracts Review Board shall immediately notify the Director, the Ministerial Procurement Unit and, or the contracting authority, as the case may be, that an objection had been filed with his authority thereby immediately suspending the award procedure.

**275.** The Department of Contracts, the Ministerial Procurement Unit or the contracting authority involved, as the case may be, shall be precluded from concluding the contract during the period of ten (10) calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

**276.** The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

- (a) any decision by the General Contracts Committee, the Ministerial Procurement Unit or the Special Contracts Committee or by the contracting authority, shall be made public by affixing it to the notice-board of the Department of Contracts, the Ministerial Procurement Unit or of the office of the contracting authority, as the case may be, or by uploading it on government's e-procurement platform prior to the award of the contract if the call for tenders is administered by the Department of Contracts;

(b) the appeal of the complainant shall also be affixed to the notice-board of the Public Contracts Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;

(c) the contracting authority and any interested party may, within ten (10) calendar days from the day on which the appeal is affixed to the notice board of the Review Board and uploaded where applicable on the government's e-procurement platform, file a written reply to the appeal. These replies shall also be affixed to the notice board of the Review Board and where applicable they shall also be uploaded on the government's eProcurement platform;

(d) the authority responsible for the tendering process shall within ten (10) days forward to the chairman of the Public Contracts Review Board all documentation pertaining to the call for tenders in question including files and tenders submitted;

(e) the secretary of the Review Board shall inform all the participants of the call for tenders, the Department of Contracts, the Ministerial Procurement Unit and the contracting authority of the date or dates, as the case may be, when the appeal will be heard;

(f) when the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six (6) weeks from the day of the oral hearing:

Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review Board may postpone the judgment for a later period;

(g) the secretary of the Review Board shall keep a record of the grounds of each adjournment and of everything done in each sitting;

(h) after evaluating all the evidence and after considering all submissions put forward by the parties, the Public Contracts Review Board shall decide whether to accede or reject the appeal or even cancel the call if it appears to it that this is best in the circumstances of the case.

## SECTION 3 - SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

### Article 2: Notices and Written Communications

- 2.4 The tender and all correspondence and documents related to the tender exchanges by the tenderer and the Malta Gaming Authority must be written in English. Any queries should be addressed to: -

Yorana Penza  
Corporate Affairs Manager  
Malta Gaming Authority  
Building SCM 02-03, Level 4,  
Smart City Malta, Ricasoli  
SCM 1001, Malta  
Tel: +35625469000  
Email: [Yorana.a.penza@mga.org.mt](mailto:Yorana.a.penza@mga.org.mt)  
Website : [www.mga.org.mt](http://www.mga.org.mt)

### Article 5: Supply of Information

- 5.1 As per General Conditions.

### Article 6: Assistance with Local Regulations

- 6.1 As per General Conditions.

### Article 7: Obligations of the Contractor

- 7.12 The Contractor shall, within 15 calendar days of receipt of the contract, sign and date the contract and return it together with a copy of the Performance Guarantee. The Contractor is further obliged to forward the original performance guarantee to the Contracting Authority. The Contract will not be endorsed by the Contracting Authority/Central Government Authority until the performance guarantee is submitted. The amount of the guarantee shall not exceed 4% where the amount of the total contract value is between €10,000 and €500,000 ex VAT, and 10% where the amount of the total contract value is €500,000 or above.

- 7.15 The performance guarantee shall be release within 1 week after the end of the event.

### **Article 13: Medical, Insurance and Security Arrangements**

- 13.3 As per General Conditions.

### **Article 15: Scope of the Services**

- 15.1 The scope of the services is defined in Section 4 (Terms of Reference).

### **Article 16: Personnel and Equipment**

- 16.4 As per General Conditions.

### **Article 18: Execution of the Contract**

- 18.1 Execution of the contract shall commence upon signature.

- 18.2 The stand has to be in IACC Intercontinental, and it is the responsibility of the Contractor to ensure that the on-site construction of the stand is completed by the 2<sup>nd</sup> October 2018. These dates and times may be varied by the event organisers and it is the responsibility of the Contractor to ensure adherence.

It is the responsibility of the Contractor to ensure that the on-site construction of the Stand and its dismantling are carried out within the stipulated times and dates, of which dates and times have to be agreed with the events organisers. Any waste or materials left has to be taken care of by the contractor.

The Contractor will make the necessary arrangements to transfer the Stand in time to be installed at SiGMA (Summit of iGaming Malta) happening between 28<sup>th</sup> and 30<sup>th</sup> November, 2018. More specific details related to the programme, dates and deadlines will be available at <https://maltaigamingsummit.com/>

The Contractor is to constantly remain up to date with the events' websites and <https://delta-summit.com/> [Delta Summit] <http://www.maltaigamingsummit.com> [SiGMA].

### Article 19: Delays in Execution

- 19.2 If the Contractor fails to deliver as per specified deadlines to provide the Malta Gaming Authority with the date and time to inspect components of Stand, the Contractor will be liable to a penalty of 10% of the total Contract price per day`s delay up to a limit of €10,000.

### Article 20: Amendment of the Contract

- 20.2 As per General Conditions.

### Article 24: Interim and Final Progress Reports

- 24.1 Not applicable.

### Article 26: Payments and Interest on Late Payment

- 26.1 This is a global price / fee-based service contract

The payments will be made according to the following schedule, subject to the provisions of Articles 28 to 33 of the General Conditions

| Month                          | Narrative                                      | Percentage  |
|--------------------------------|------------------------------------------------|-------------|
| 1st October 2018               | Commencement of building of stand at the venue | 10%         |
| 3 <sup>rd</sup> October 2018   | Setting-up of stand at the venue               | 40%         |
| 14 <sup>th</sup> December 2018 | 2 weeks after end of SiGMA Summit              | 50%         |
|                                | <b>TOTAL</b>                                   | <b>100%</b> |

- 26.2 As per General Conditions.

### Article 27: Pre-Financing Guarantee

- 27.2 Not applicable.

- 27.5 Not applicable.

### **Article 39: Further Additional Clauses**

Without prejudice to the Government's right to dissolve `ipso jure` the contract in the case of infringement of any condition there under and apart from the deduction established for delay in delivery, any such infringement shall render the Contractor, in each case, liable to a deduction by way of damages of five (5%) percent of the value of the contract, unless the government elects, with regard to each particular infringement, but not necessarily with regards to all infringements, to claim actual damages incurred.

## SECTION 4 - TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE (Note 3)

### TERMS OF REFERENCE

#### **1. Background Information**

##### **1.1 - Beneficiary Country**

Malta.

##### **1.2 - Central Government Authority**

Department of Contracts.

##### **1.3 - Contracting Authority**

Malta Gaming Authority

#### **2. Contract Objectives and Expected Results**

##### **2.1 - Overall Objectives**

The overall objectives of the project of which this contract will be a part are as follows:

- To have a stand at Delta Summit
- To have same stand re assembled at SiGMA 2018

##### **2.2 - Specific Objectives**

The objectives of this contract [which are not necessarily those of the project] are as follows:

- To assemble and disassemble MGA stand at the Delta Summit, IACC Intercontinental Malta, being held between the 3<sup>rd</sup> October and 5<sup>th</sup> October 2018
- Subsequently transporting same stand to Malta and assemble and disassemble stand as per Authorities instruction at a local event happening between the 28<sup>th</sup> and 30<sup>th</sup> November 2018



## **MALTA GAMING AUTHORITY**

### **MALTA STAND at Summit and Sigma**

#### **SPECIFICATION AND BILL OF QUANTITY**

1. Manufacture and set-up raised platform x 100mm high covered partly in high pile charcoal grey carpet flooring and partly in dark wood flooring. All flooring to be covered with protective plastic during build-up period with underlay and finished up with brushed aluminum angle grip all round. All wire management is to be incorporated in the platform and no loose cables are to be left visible in the finished stand flooring. Edge / height of platform to be in RED colour as per drawings. Platform to have embedded light effects for decorative fins as per visuals.
2. Stand structure to be constructed out of wood laminate sheet in concrete/stone finish look as per visuals. Certain parts to be in Laminate sheets in red colour with embedded light effects. Stand façade to include an LCD screen minimum size of 55: wall mounted between the decorative fins.
3. Front Arch Structure to have an acrylic ceiling 10mm thick with graphics assimilating Gaming Malta branding in translucent vinyl. A spotlight is to be placed on the ceiling of the stand directed onto this acrylic ceiling to project these same colours onto the flooring.
4. Back stand structure and front arch to have decorative fins in Brushed aluminium finish and white ABS edging. All fins to have LED battons embedded in the platform to give the desired lighting effect.
5. Chairman's meeting room to be externally and internally clad with laminate panels as per visual. Room to be surrounded with glass panels that must meet all safety regulations. Glass panels to have sandblasted graphics as per visuals. Flooring inside chairman's room to be laminate parquet flooring in grey colour. Furniture to be high end single seater grey sofas and wooden or glass coffee table. Room to have embedded ceiling lights as per visual. Room to have a glass sliding door with stainless steel handle. all necessary power sockets and 2 x LCD screens 40" fixed to existing walls.
6. Storage/kitchenette room to have door accessible from outside isle.
7. Decorative planters as per layout with 60cm-1m high plants and bark wood chippings to cover pots.
8. Signage to be as per visual all in 3D Cut 10mm letters fixed directly to walls.
9. Random custom furniture in same wood effect used for walls and floor with custom cushions

Equipment required on stand:

**Store area / general stand Area to include the following:**

- 1 Table top refrigerator
- 2 Coffee Machines *Nespresso* or similar with 500 *compatible* coffee Chubs
- 2 boxes of *English Breakfast* tea in sachets
- 500 sachets of white sugar
- 500 tea/coffee stirrers
- 500 disposable coffee cups in white opaque plastic
- 500 disposable small clear plastic glasses
- 400 disposable water clear plastic glasses
- Necessary furniture cleaning materials, including glass cleaning spray
- 2 Packs of garbage bags
- 1 water bottle stand with 5 (19 liters) water bottles - hot and cold type
- 3 small mesh type bins
- 12 wall mounted coat hanger hooks
- 6 small white china bowls for snacks
- 300 red coloured paper napkins white, 4 red paper napkin holders
- 6 kitchen rolls
- 4 Acrylic business card holders x 3 levels each
- 1 wall mounted framed face mirror 600 x 300

#### 10. Electrics

- All wire management is to be incorporated under the platform, 4 in-line power supplies are to be located next to all seating areas flush to the carpet level. NO wiring is to be visible.
- 2 four in line power sockets wall mounted to be installed in store area
- 8 x metal halide lights to be installed on ceiling illuminating stand internally and externally, part of which to be directed onto all logos and branding.
- Main distribution box and main switch is to be located in the storage area
- 6 additional metal halide lights in case additional lighting is required
- LCD screen mounted as per plans, with USB and DVD connections, all wiring is to be installed in storage area.

11. Frameless screens in each room as per plans

12. 6 free standing A4 literature stands

13. Wall signage as indicated in drawing using Authority's logo as indicated in drawing for Malta Gaming Authority and Gaming Malta.

16. Contractor's executive to be available on site during all build-up period to liaise with stand director accordingly, with telephone contact 24 x 7

17. Maintenance team "on call" during show opening hours for any emergency repairs to the structure and electrical networks of the stand. Team to be uniformed and available on call within 1 hour of call

18. Daily cleaning of stand including cleaning of glass, carpet, table tops etc. Clearance of garbage bags

19. Contractor to be responsible for all contacts and provision of all application forms via organisers, by obtaining permissions and applications with regards to H & S regulations etc. Payment of necessary electrical installation costs to the organisers (costs of this service only will be refunded by client)

20. Tenderers are to supply working detail drawings for the following sections, so that the adjudicating board will be aware that the tendering company is understanding in full the specification and drawings:

Section of Façade

Bar Counter

Wall partitioning type, colour and finish accompanied by samples

Floor type, colour and finish accompanied by samples of both carpet and laminate

Decorative fins colour and finish accompanied by samples

End of Specification/BOQ

## SECTION 5 - SUPPLEMENTARY DOCUMENTATION

### ***5.1 - Draft Contract Form***

### ***5.2 - Glossary***

### ***5.3 - Specimen Performance Guarantee***

These are available to view and download from the 'Resources Section' at: [www.etenders.gov.mt](http://www.etenders.gov.mt)

### ***5.4 - General Conditions of Contract***

The full set of General Conditions for Works Contracts (Version 2.3), for Supplies Contracts (Version 2.3) and for Services Contracts (Version 2.3) can be viewed/downloaded from the 'Resources Section' at: [www.etenders.gov.mt](http://www.etenders.gov.mt)

It is hereby construed that the tenderers have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful tenderer/s.

## FINANCIAL BID

### Breakdown of Costs

#### Tender Title -

THE CONSTRUCTION, INSTALLATION & DISMANTLING OF STAND AT DELTA SUMMIT, AT IACC CONFERENCE CENTRE, INTERCONTINENTAL MALTA ST. JULIAN`S, MALTA FOR THE PERIOD 3<sup>RD</sup> OCTOBER TO 5<sup>TH</sup> OCTOBER 2018, AND SUBSEQUENT TRANSPORTATION, INSTALLATION & DISMANTLING AT SIGMA, SUMMIT OF IGAMING MALTA, AT THE MALTA FAIRS & CONVENTIONS CENTRE (MFCC), TA` QALI, MALTA FOR THE PERIOD 28<sup>TH</sup> TO 30<sup>TH</sup> NOVEMBER, 2018.

#### Reference Number

MGA/01/2018

| Item No | Description                                                                                                                                                                         | Total including Taxes/Charges, other Duties & Discounts but Exclusive of VAT (Delivered Duty Paid - DDP)<br><br>€ |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| A       | Construction, Installation & Dismantling of Stand at Delta Summit, at IACC Conference Centre , Intercontinental Malta , St Julians for the period 3rd October till 5th October 2018 |                                                                                                                   |
| B       | Transportation of Stand                                                                                                                                                             |                                                                                                                   |
| C       | Installation & Dismantling at SiGMA , Summit of iGaming Malta, at the MFCC ( Malta Fairs & Conventions Centre), Ta` Qali, Malta for the period 28th to 30th November,2018           |                                                                                                                   |
|         | <b>CARRIED FORWARD TO FINANCIAL SECTION OF ONLINE TENDER RESPONSE FORMAT</b>                                                                                                        |                                                                                                                   |