



Purchase of RWI Books

Reference:

2021-1-MT01-KA220-SCH-000035832

Date Issued: 24th August 2022

Closing Date: 31st August 2022

Instructions for submission of Call for Quotes

Interested parties are hereby invited to submit their proposals for the purchase of RWI Phonics books (as listed in 1.3).

1.1. Initial Consideration

1.1.1. In submitting the bid, the bidder accepts in full and in its entirety, the content of this document, including subsequent clarifications that may be issued by the ST Jean Antide. Bidders are expected to examine carefully and comply with all instructions contained in this document.

1.1.2. The objective of this CfQ is to supply ST Jean Antide with a number of phonics decodable books as listed in 1.3.

1.2. Validity and Closing Date

1.2.1. No call for quotations shall be considered unless:

- It is received before the closing date;
- The quoted prices are to be sent on a different sales quotation addressed to St Joan Antide School – Reference KA220-1-MT01-KA220-SCH-000035832.
- Prices should include i) Unit Price, Net Amount, VAT % and RRP.

- Email with the above information are to be sent to Ms Marion Cutajar head.primary@sja.edu.mt and Christopher Bugeja on christopher.bugeja@maltadiocese.org

A confirmation email shall be sent to bidder upon receipt of email within 3 days of receipt.

1.2.3. Interested bidders are to send the quotations in accordance with the specifications and conditions attached by not later than **31st August 2022.**

1.3. General Conditions

1.3.1. The price quoted is for the purchase of the following:

Qty	Title
4	RWI Speed Sounds Cards Set 1 A4
4	RWI Speed Sounds Cards Set 2 & 3 A4
26	RWI 1 Pin it on
26	RWI 2 Got Him
26	RWI 3 A cat in a pot
26	RWI 4 Jam
26	RWI 5 Pick it up
26	RWI 6 Wuff Wuff
26	RWI 7 Let's sing
26	RWI 8 Let's swim
26	RWI 9 Cluck
26	RWI 10 In the mud
26	RWI S1S1 On the bus
26	RWI S1S2 My dog Ned
26	RWI S1S3 Six fish
26	RWI S1S4 The spell
26	RWI S1S5 Black Hat Bob
26	RWI S1S6 Tug, tug
26	RWI S1S7 Chips
26	RWI S1S8 The Web
26	RWI S1S9 Pip's pizza
26	RWI S1S10 Stitch the witch
26	RWI 1 Ken's cap

26	RWI 2 A bad fox
26	RWI 3 Big Blob and Baby Blob
26	RWI 4 Tim and Tom
26	RWI 5 Tag
26	RWI 6 Elvis
26	RWI 7 Flip Frog and the bug
26	RWI 8 Red Ken
26	RWI 9 Billy the Kid
26	RWI 10 In the bath
26	RWI 1 Scruffy Ted
26	RWI 2 Tab the cat
26	RWI 3 In the sun
26	RWI 4 The dressing up box
26	RWI 5 Tab's kitten
26	RWI 6 Sanjay stays in bed
26	RWI 7 The greedy green gremlin
26	RWI 8 In the night
26	RWI 9 Snow
26	RWI 10 So cool!
26	RWI 1 Playday
26	RWI 1 Playday
26	RWI 3 A Bad Fright
26	RWI 4 Follow me!
26	RWI 5 Too much!
26	RWI 6 A good cook?
26	RWI 7 Come on, Margo!
26	RWI 8 My sort of horse
26	RWI 9 Haircuts
26	RWI 10 My best shirt
26	RWI 11 Look out!
26	RWI 12 Hunt the tortoise
26	RWI 1 The Duck chick
26	RWI 2 Off sick
26	RWI 3 Tom Thumb
26	RWI 4 The gingerbread man
26	RWI 5 Robin Hood
26	RWI 6 Lost
26	RWI 7 Do we have to keep it?
26	RWI 8 Danny and the Bump-a-lump

1.3.2. Any call for quote that is incomplete and/or does not include all of the information required covered may not be considered.

1.3.3. Call for quotes shall be valid for six months from the quote's closing date.

1.3.4. Bidders shall not retract or withdraw their submitted quotes throughout the adjudication period commencing from the closing date fixed for the presentation of call for quotes. The quotes shall remain binding and may be accepted within such period by ST JEAN ANTIDE.

1.3.5 St Jean Antide holds the right to increase the number of books ordered and holds the successful bidder to keep the same prices as per quotation submitted.

1.4 Reservations

1.4.1. The St Jean Antide reserves the right to accept, reject or cancel any call for quote, wholly or in part, and to reject all offers without giving any justification whatsoever. The St Jean Antide reserves the right to alter any quantities and/or delete any item/s from the bills of quantities when awarding the contract.

1.4.2. The quote itself does not commit or bind St Jean Antide in any manner whatsoever.

1.4.3 Should more than one bidder be compliant and offer the cheapest price for a particular book, the latter will be awarded to that bidder who has offered the highest quantity of cheapest priced books.

1.5 Submission and Clarification

1.5.1. The successful bidder shall be bound to conform in all aspects with VAT and other fiscal legislation and regulations, and all other regulations, licensees, insurances and guarantees in connection with this call for quotes.

1.5.2 Clarifications should reach this Office by not later than **Friday 27th August** via email addressed to **Ms Marion Cutajar** head.primary@sja.edu.mt and **Christopher Bugeja** on Christopher.bugeja@maltadiocese.org.

A receipt of email shall be sent to confirm that clarification has been received.

1.5.3 Submission of quotations should be sent by email to **Ms Marion Cutajar** head.primary@sja.edu.mt and **Christopher Bugeja** on Christopher.bugeja@maltadiocese.org.

Late clarification requests will not be entertained, and late submissions will not be accepted.

1.6 Criteria for Award

1.6.1 The contract shall be awarded on the following criteria:

- i)** Cheapest overall price for all the items listed (preference shall be given to bids that include all the items).
- ii)** In case there are no legible bids for (i) consideration, quotes shall be considered per book and St Jean Antide holds the right to award cheapest bids of individual books / number of books to different bidders.

1.6.2 Should more than one bidder who is compliant and offer the cheapest price for a particular item, the latter will be awarded to that bidder who has offered the highest quantity of cheapest priced books.

1.7 Specific Conditions

1.7.1. The service provider is to deliver the resources within a period of 4 weeks from receiving an email confirmation that their bid was the cheapest.

1.7.2 The Service Provider will incur a penalty of **TEN Euro (€10)** for each day of delay and the ST JEAN ANTIDE hold the rights to cancel the order and revert to the second cheapest bid.

1.7.3 The books are to be delivered at St Jean Antide School, Gudja.

1.7.4 In case the service provider incurs a penalty for late delivery, delivery period must not exceed six (4) weeks from confirmation email.

1.7.5 The ST JEAN ANTIDE reserves to right to cancel the supply contract with the service provider should the stipulated delivery period excelled the limits stated above, without prejudice to all rights of the ST JEAN ANTIDE against the Service Provider, including for the payment of the stipulated penalty for delay, without any deduction, and compensation.

1.8 Payment and Time Frames

1.8.1 Payment shall be affected within 60 days from the receipt of invoice following the delivery of requested items.

1.8.2 Payment shall only be affected after the receipt of invoice following confirmation by the contract authority that all items received are as per requested specifications in the call.

Date	
24 th August 2022	Publication of Call for Quotes
30 th August 2022	Closing date for submission of call for quotes