MCVS/7/2015

REQUEST FOR TENDER
For the Provision of
PASSENGER LIFT
Funded by the
Malta Council for the Voluntary Sector

Malta Council for the Voluntary Sector
Volunteer Centre, 181, Melita Street, Valletta, VLT 1129, Malta

September 2015

Reference: MCVS/07/2015

REQUEST FOR QUOTATION for the Provision of Passenger Lift

Details to be collected from:

Malta Council for the Voluntary Sector
Volunteer Centre,
181, Melita Street, Valletta, VLT 1129, Malta
Tel: +(356) 22481110
Email: mcvs.msdc@gov.mt

An electronic version of the requested information may also be requested and will be forwarded via e-mail.

Sealed quotations, clearly marked 'REQUEST FOR TENDER for the Provision of Passenger Lift', are to be deposited at the MCVS Offices by Friday the 23rd of October 2015 before 12.00 p.m. (noon) at the address below:

Malta Council for the Voluntary Sector
Volunteer Centre,
181, Melita Street, Valletta, VLT 1129, Malta

Organisations or individuals intending to submit a proposal are to send their particulars on **mcvs.msdc@gov.mt** in case any clarifications need to be communicated to all interested Tenderers.

Quotation

With reference to the advert **'REQUEST FOR QUOTATION for the Provision of Passenger Lift,** and in terms of the conditions therein mentioned and those there to attached, I/We

….……..……...

.....

(Name of individual or firm making the expression of interest to be entered in block letters) offer and bind myself/ourselves to provide the service in the Notice aforesaid in conformity with the Specification and Conditions relating thereto.

2. I/We hereby acknowledge that I am/we are fully cognizant of the contents of the aforesaid specification and conditions of the expression of interest.

3. I/We undertake that this expression of interest shall not be retraced or withdrawn for a period of **TWO** calendar month/s from the date of expiration of the period fixed for its delivery, inclusively, but shall remain binding and may be accepted by the Agency at any time during the said period of **TWO** calendar month/s, even by a verbal communication of the acceptance.

Signature	…….
ID Card Number	…….
Full Name (BLOCK LETTERS)	……..……..……
Name of Company or Partnership	……..……..……
Capacity to represent company or partnership	……

Contents

Appendices

Purpose of this RFT

The Malta Council for the Voluntary Sector is seeking the services **for the Provision of Passenger Lift.**

1. Introduction

The Malta Council for the Voluntary Sector (MCVS) is responsible under the VO Act Chapter 492 of the 11th December 2007.

2.0 TENDER SPECIFICATIONS AND CONDITIONS

2.1 Contract Objective

This Tender is for the supply, installation, commissioning and maintenance of a machine-room-less, pit-less traction type panoramic passenger lift including a glass and steel enclosure at the Malta Council for the Voluntary Sector, 181, Melita Street, Valletta.

2.1.1 The tender includes:

- The design, supply and installation of the lift enclosure in steel and glass.
- Related civil works such as the installation of supporting steel beams, structural alterations to form landing doors at levels one, two, and three and finishing of door openings.
- Supply and installation of aluminium cladding on the landing lift door facades.
- The supply and installation of all the lift components for a complete lift installation within a lift enclosure, the supply and construction of which also falls within the works included in this tender and to be designed as per attached specification.
- Provision of a new electrical supply as required and according to the location of the lift control panel.
- Maintenance of the lift installation for two years from handing over (duration of guarantee). **This shall include bi-monthly visits following the initial commissioning of the newly installed lift.**
- Initial commissioning and certification of the lifts by an accredited engineer.
- Six monthly certification for Health and Safety reasons for the duration of the guarantee

2.1.2 The offer shall also include the initial certification of the lift upon putting into service and also regular inspection and certification for Health and Safety purposes also for the duration of the guarantee period.

2.2 Completion Period

The Completion Period shall be 20 weeks from date of order to start works

2.3 Submission of Documents/Sample

2.3.1 Tenderers are required to submit the following technical and descriptive literature in English, confirming compliance with the technical specifications detailed below:

- Cabin Finish
- Car and landing door finish
- Landing and Car Operating Stations
- Floor finishes.
- Ceiling Types and Lighting
- Cabin Trim and Accessories.
- Lift motor Manufacturer's certificate confirming that the motor is suitable for 180 starts per hour
- Outline structural calculations to justify the proposed structure which shall then be submitted in full detail by the successful tenderer prior to commencement of works. These are to be signed by a Structural Engineer.

2.3.2 Each Tenderer shall confirm that his offer carries a full guarantee on parts and labour and on the operation of the systems as a whole for a minimum period 24 months. If during this period any parts or equipment are changed, the guarantee on that part is to be renewed for another 24 months from date of replacement. The prospective tenderer shall also guarantee the supply of spares for the next ten years following the award of the contract. The manufacturers recommended maintenance during the guarantee period shall be carried out by the successful tenderer at his expense.

2.3.3 Before any materials or equipment is delivered to the job site, the Contractor shall submit to the Engineer a complete list of all materials and equipment proposed to be installed.

2.4 Civil Works

2.4.1 Lift well Structure

2.4.1.1 The lift well structure shall consist of a demountable galvanized steel structure. The structure shall be entirely reversible and it will be possible to remove the structure without damaging the building. Drawings supplied are indicative only. The contractor is required to take all measurements on site and shall be responsible for ensuring accuracy and consistency of installation with existing site measurements and features.

The material in all stages of transportation, handling and storage shall be kept clean and free from damage and breaking, bending and distortion. Site work shall be restricted to fixings and other operations that cannot be undertaken in the workshop. Burrs, sharp edges and angles, coarse file marks, excess weld metal and similar imperfections from all classes of work shall be removed. Work shall not be allowed to rust or otherwise deteriorate between fabrication and final treatment. Fixing and installation shall provide a means that prevents corrosion due to contact with incompatible metals and other materials. Hot dipped galvanizing work to be in accordance with BS EN 1461.
Holing shall be done in a manner that does not deform or damage the material.
Generally, cuts shall be performed by shearing or sawing, form holes by drilling or punching. Cutting by hand-held flame is not permitted.

Continuous welds are to be formed in a way that is suited to the type of work. Welded joints are to be neatly made, filed smooth and left clean and adequate means shall be employed for temporarily fastening the parts to be welded together until the joints are welded. Welds shall be finished to match the surface; on surfaces unseen in the finished work the welds may be left as laid. Spot welds are not permitted unless specified or used to assist assembly. All welds are to be cleaned and flux residues removed. Machine bending, pressing, cold rolling, forging or shaping shall be executed without weakening or damaging the metal. Complex bending or blending alloys for special purposes shall be undertaken under competent metallurgical supervision. Joint faces are to be formed to fit accurately in full contact. A suitable joint coating shall be used for bolted or screwed connections (e.g. a primer for fabrications which will be painted)

Mild steel shall comply with BS 4, Part 1, BS 1449: Part 1 and BS EN 10210-1.
Flat bars shall comply with BS EN 10067.
Hollow sections shall comply with BS EN 10210.
Sections shall comply with BS EN 10024.
Angles shall comply with BS EN 10056.
Stainless steel shall be Austenitic steel Grade 316.
General purpose bolts and screws shall comply with BS 4190 and with BS 3692 when bolts and nuts with a greater degree of precision are required.
Unless otherwise stated, the grade of steel shall be Grade 4.6 with matching grade nuts.
Expanding bolts shall have a proprietary fixing comprising corrosion-resistant expanding insert and removable bolt threaded stud to suit the work being fixed.
Set screws shall comply with BS 4183, BS EN ISO 1580 and BS EN ISO 7045.
Self-tapping screws shall be steel thread forming or thread cutting screws to BS 4174. Screws with shall have rust-proofed finish.

Coating Materials: In addition to specified surface finishes, treat or seal the permanently hidden parts of metalwork from deterioration and corrosion (excluding standard hollow sections). Priming shall be applied to the concealed pads of joints (e.g. spigots, sleeved ends, joint faces) as the joints are made. The primer shall be applied by brush, not sprayed as per manufacturer's instructions.
Galvanizing shall be applied by the hot dip process to EN ISO 1461, Hot Dip galvanized coatings on fabricated iron and steel articles. The minimum thickness of galvanizing shall depend on the thickness of the base material as indicated in EN ISO 1461. This notion shall also apply to pieces with threads and moulded pieces.
Unavoidable damage (e.g. post-fabrication welding) is to be recoated by applying at least two coats of zinc rich primer to BS 4652. The Contractor shall be responsible for the provision of all holes required for the purposes of filling, venting and draining.
The Contractor shall propose the location, size and method of plugging, where required, of all such holes which must be approved by the before fabrication commences.

An adequate primer shall be applied to the galvanised steel. Finishing paint shall be thermosetting powder coating to BS EN 13438. Colour to be approved and selected by Architect.

Preparation of steel substrates before application of paints and related products shall comply with BS EN ISO 8501-1 and 2.
Sherardizing shall consist of a zinc coat to all small articles (e.g. bolts etc.) associated with galvanised work (and, other small articles described as sherardized or zinc-coated) in accordance with BS 4921, Class 1/Class 2.

Finished items shall be wrapped, taped or otherwise protected with non-absorbent coverings. Protective finishes shall generally be applied after fabrications. Subject to approval and if an equivalent standard of finish and protection will be attained, pre-finished metal may be used.
As far as possible the fabricated metalwork shall incorporate joints that will permit the work to be dismantled into sections small enough for transport and site handling or small enough for tank immersion or other treatments that impose size limits.

Unless such joints are shown on the drawings, the Contractor shall design them to incorporate the following characteristics:
a) Unobtrusive appearance.
b) Strength not to be less than the unjointed member.
c) Ease of assembly without damage to the surface treatment.
d) Moisture-proof, if exposed to moisture.
e) Weatherproof
Upon completion (or when directed) all protective tapes, casings or other covers shall be removed and the metalwork cleaned and polished.
Working drawings to be submitted to Architect for approval prior to manufacture of items Galvanised mild steel.

All measurements are to be checked by the Contractor and are to be his responsibility. The structure shall **ONLY** be fixed to the building walls by means of stainless steel fasteners and fittings, which shall be kept to a minimum. All fasteners and fittings shall be manufactured in Grade 316 stainless steel**.** All exposed welding shall be ground smooth. Contractor shall also guarantee the availability of any parts, likely to be replaced

during normal maintenance routines for a period of at least 20 years. **A written guarantee must be provided as part of the offer.**

2.4.1.2 The lift shaft shall have one external side walls consisting in clear laminate single glass panels of 6 mm minimum thickness, and one other side wall consisting in galvanized steel sheet 1.5mm thick as indicated in drawing. The back panel shall consist in clear laminate single glass panels of 6 mm minimum thickness as indicated in drawing. The back panel shall have same finish as the list structure. The front panel shall consist in clear laminate single glass panels of 6 mm minimum thickness at ground floor level, and aluminium cladding at other levels as indicated in drawing. The glass shall be set within the thickness of the galvanized steel frame using appropriate weatherproof framing system. The design shall be such that each glazed panel shall be independently supported and shall not rest on the one below it. It shall be possible to replace any panel without disturbing the rest of the structure. The joint between the glass panels shall be sealed with an appropriate sealer. Any method/detail used must be specified in the offer. The glass enclosure shall be weather-resistant. The roof of the enclosure shall have a slope of 1:50 to allow water to flow away from the roof.

The Contractor shall be responsible to design glass panels of appropriate thickness to suit the panel dimensions and framing system.

2.4.1.3 The design of the lift shaft shall provide for adequate ventilation. To this effect, ventilation panels or other arrangements shall be located at the top and bottom of the shaft.

2.4.1.4 **The tender document shall be accompanied by outline structural calculations to justify the structure proposed which shall then be submitted in full detail by the successful tenderer prior to commencement of works. These are to be signed by a warranted Perit.**

Prior to starting work the contractor shall also supply shop drawings in sufficient detail to show fabrication, installation, anchorage and interface of the work of this section with the work of adjacent trades.

2.4.1.5 The structure shall be installed in place, taking care not to damage the existing fabric and making good all such damage. The edges of the structure as it touches the existing walls shall be sealed using the appropriate sealer.

2.4.2 Other Civil Works

2.4.2.1 Aluminium cladding

Aluminium cladding shall be manufactured from composite panel consisting of two aluminium cover sheets and a Polyethylene, type LDPE core with a minimum thickness of 3mm.

Cladding work shall be carried out in accordance with BS 8200 ‘Code of Practice for the design of non load bearing external vertical enclosures of buildings’, also BS 6093 -

'Code of Practice for the design of joints and jointing in building construction', and to BS 8000: Part 6: 'Workmanship on Building Sites: Code of Practice for slating and tiling of roofs and claddings'.

Installation shall be carried out in accordance with manufacturer's instructions. Panels shall have a lacquer finish. All surface coats are applied in a continuous coil-coating process, i.e. with a continuous coating and stove-lacquering procedure. Coating to be resistant to adverse weather conditions and unaffected by industrial emissions
.
Colour to be selected by Architect.

Panels to have fire classification Class D to EN 13501-1.

2.4.2.2 New timber windows and doors shall be manufactured in solid iroko. Sound and tight knots are permitted in solid timber provided that their diameter does not exceed 12 mm or one third of the width of the surface on which they appear, whichever the less, and that they are not within 12 mm from any edge. Plugs or inserts are not permitted. Checks, splits and shakes, boxed heart and exposed pith are not permitted. No sign of decay or active insect infestation shall be present. Timber shall be resistant to distortion induced by changes of humidity and temperature. All necessary hardware and locks shall be provided. Timber shall be primed with one coat prior to installation, two coats undercoat and one coat of enamel gloss finish. All hinges and hardware to be manufactured in stainless steel.

2.4.2.3 The tender price shall include all the civil works required to complete the full installation of the lift. These
shall include:

i Adjusting of lift door openings at each landing served (where and as required) including the modification of stone walls. Chasing and/or any other modifications required for the installation of the stainless steel cladding, frame and glass enclosure

ii. The removal of concrete or stone blocks, cutting of stone parapet wall using circular chaser and carting away of all the resulting material.

iii. Removal of all the existing material in the shaft at all levels as necessary.

iv. Additional structural work to support the lift shaft and lift due to the underlying basement floor

v. Laying of concrete (grade C20) in the sub floor where required.

Vi. Forming rectangular holes for the accommodation of the landing call buttons if necessary.

vii. All necessary chasing and making good of builders' work, including sanding down of stone, plastering and painting as necessary.

viii. The closing of the opening between the landing door frame and the shaft structure shall be in one hour fire rated material. Finishes to match the landing characteristics or to be specified by the Architect in charge.

ix. Other civil works required within the shaft for proper installation of the lift equipment.

x. Making good of any damages related to the structural works including pointing, plastering and painting to match the existing finishes including the internal yard paving.

2.5 Quality Assurance

2.5.1 *Manufacturer's Qualifications*: An approved manufacturer regularly engaged in manufacturing, installing, and servicing elevators of the type required for the project. The manufacturer shall have a documented, ongoing quality assurance program.

2.5.2 *Installer Qualifications*: The manufacturer or an authorised agent of the manufacturer with not less than five (5) years of satisfactory experience installing elevators equal in character and performance to the project elevators.

2.5.3 *Regulatory Requirements*: The Lift System design and installation shall comply with the latest versions of:

- Lifts Regulations 2002 (Act No. V of 2001)
- MSA EN 81 – 2: 2010 & MSA EN 81-70 including the A3 Amendment
- European Parliament and Council Directive 95/16 EC
- I.E.E Wiring regulations
- Electricity Supply Regulations as issued by the Enemalta Corporation.
- Design Guidelines Access for All (Clause 7.5: Passenger Lifts)
- Legal Notice 370 of 2002, as amended by Legal Notice 232 of 2008
- Any other regulations, Directives and Legal Notices which may come into force during the tendering period or before works are completed.

Any deviations from the above standards must be clearly indicated by the contractor at tendering stage.

2.5.4 *Fire-rated entrance assemblies*: Opening protective assemblies including frames, hardware and operation, shall be fire resistant for a specified period of one hour.

2.5.5 *Inspection and testing*: Lift Installer shall:

i. Obtain and pay for all required inspections, tests, permits and fees for the lift installation.
ii. Arrange for inspections and make required tests.
iii. Satisfy the requirements for CE conformity regarding the placement of the lift in service as per Lifts Regulations 2002.

2.6 Project Conditions

2.6.1 The lift **shall not be used for any purpose** during the construction period.

2.6.2 When the offers are evaluated, it shall be assumed that the respective Tenderers are well aware of the site conditions and have assured themselves of the necessary works required, verified all critical dimensions and examined supporting structures and all other conditions under which the lift work is to be installed.

2.6.3 On tender submission the Tenderer, unless notifying in writing any unsatisfactory site conditions to be corrected, is accepting the existing site conditions and the responsibility for satisfactory lift performance

2.6.4 Any deviations from the specifications, as well as valid reasons, must be clearly indicated by the contractor at tendering stage.

2.7 Examination Certificate

A copy of the CE conformity certificate issued by a Notified Body shall be forwarded to the Client after the lift is commissioned and the guarantee period falls into effect as from the date of acceptance of such certificate.
Six-monthly examination certificates shall then be submitted to the Client until the guarantee period expires.

2.8 Maintenance

2.8.1 Preventive maintenance and call back service shall be included in the offer for a period of **24 months** for the lift from date of the initial Examination Certificate. Service shall consist of periodic examination of the equipment, adjustment, lubrication, cleaning, and supply of parts to keep the lift in proper operation.

i. Maintenance work, including emergency call back repair service, shall be performed by trained employees of the lift contractor during regular working hours. This service shall not be subcontracted. This service shall not cover adjustments, repairs or replacement of parts due to negligence, misuse, abuse or accidents caused by persons other than the lift contractor. The maintenance work including servicing work shall be logged in a maintenance book purposely kept at the Client's Offices.

Ii Only genuine parts and supplies as used in the manufacture and installation of the original equipment shall be provided. The supply of spare parts has to be guaranteed up to the next ten-(10) years following the award of the contract.

Iii Lift manufacturer shall have a local representative service office and full time service personnel.

2.8.2 The Tenderer shall include in his price for a periodic preventive maintenance (minimum 6 annual visits) during the guarantee and maintenance period.

2.9 Bad Workmanship

2.9.1 The Engineer in charge shall, during the progress of the works, have power to order the removal within such reasonable time or times as may be specified in the order, of any materials which in his opinion are not in accordance with the specifications or his instructions; the substitution by proper materials; and the removal and proper re-execution of any work executed with materials or workmanship not in accordance with drawings, specifications or instructions, and the Contractor shall forthwith carry out such order at his own cost.

2.9.2 In case of default on the part of the Contractor to carry out such order, the Engineer in charge shall have power to employ and pay other persons to carry out such work and all expenses consequent thereon or incidental thereto shall be borne by the Contractor and shall be recoverable from him or may be deducted from any moneys due or that may become due to him.

2.9.3 **The Contractor shall replace at his expense any work, which is proved to be defective even after completion.**

2.10 Product Technical Specifications

Any deviations from the specifications, as well as valid reasons, must be clearly indicated by the contractor at tendering stage. The lift shall be supplied and installed as per regulations, legal notices and directives listed in 1.5.3 above.

2.11 Hoist way Equipment for Traction Elevator

2.11.1 *The tender price is to include but is not necessarily limited to the following in order to provide a complete installation for the lift:*

i. Car Frame and accessories
ii. Guide Rails: Steel, T solid section.
ii. Guide Shoes.
iv. Guide Rail Lubricators.
v. Buffers.
vi. Gearless traction motor.
vii. Ropes.
viii. Automatic Terminal Limits
ix. *Automatic Self-Levelling*: Provide a lift with a self-levelling feature to automatically bring the car to the floor landings and correct for over travel or under travel. Self-levelling shall, within its zone, be automatic and independent of the operating device. The car shall be maintained approximately level with the landing irrespective of its load. Tolerance to be maximum ± 5mm
x. *Wiring*: Provide all necessary hoist way wiring included in the scope of the elevator system, in accordance with the Current Edition of the I.E.E Wiring Regulations.
xi. *Emergency Terminal Stopping Device*: Provide emergency terminal stopping devices for speeds as per MSA EN 81-1: 2000.
xii. Safety gear (Double acting progressive type).

2.11.2 The power unit for the lift must include but is not limited to the following:

i. Power Unit: A self-contained unit consisting of the following items:

- VVVF drive traction motor.
- Traction sheave.

ii. Power controller shall contain electrical contractors; electro-mechanical switches and thermal overload relays. Mount components in a minimum IP10 enclosure. Logic control system shall be microprocessor based and protected from environmental extremes and excessive vibrations.

iii. Motor needs to be power factor corrected.

2.12 Hoist way Entrances

2.12.1 *Doors and Frames*: Provide complete hollow metal type hoist way entrances at each hoist way opening.

2.12.2 *Doors and Frames*:

i. Manufacturer's standard entrance design: consisting of 14-gauge frames with 50 mm profile, 16-gauge doors, hangers, hanger supports, hanger covers, fascia plates, sight guards, and necessary hardware.

ii. Lift wall interface with hoist way entrance assembly shall comply with elevator manufacturer's requirements.

iii. Doors shall be of flush construction with internal channel reinforcements.

iv. Frames shall be of the formed construction type.

v. Doors and Frames shall be IP 54 rated.

2.12.3 *Interlocks*: Each hoist way entrance shall be equipped with an approved type tested interlock as required by MSA EN81-1: 2000. Interlock shall be designed to prevent operation of the car away from the landing until the doors are locked in the closed position as defined by the specified standard and shall prevent opening the doors at any landing from the corridor side unless the car is at rest at that landing or is in the levelling zone and stopping at that landing.

2.12.4 *Door Hanger and Tracks*: Provide sheave type two point suspension hangers and tracks for each hoist way sliding door.

i. Sheaves: Polyurethane tires with ball bearings properly sealed to retain grease.

ii. Hangers: Provide an adjustable slide to accommodate the up-thrust of the doors.

iii. Tracks: Drawn steel shapes, smooth surface and shaped to conform to the hanger sheaves.

2.13 Car Enclosure

i. *Cabin Finish:* Cabin walls shall be finished in glass panels set in a **patterned scratchproof stainless steel frame**. The non-glass parts of the lift car including rounded corners and trim shall also be in patterned scratchproof stainless steel.

ii. *Car roof*: Capable to support two persons at any position without any permanent deformation.

iii. *Car and Landing Doors Finish***:** Car front and door finish shall also be **patterned scratchproof stainless steel**. **(Brushed steel finish will NOT be accepted). The rear of the landing doors and the door operators shall be provided with stainless steel covers for aesthetic neatness.**

iv. *Cabin trim*: All cabin trim including rounded corners and control panel shall be in **patterned, scratchproof stainless steel (Brushed steel finish will NOT be accepted).**

v. *Ceiling*: Suspended type, including LED lighting.

vi. *Emergency Car Lighting***:** An emergency power unit employing a 3 hour, sealed rechargeable battery and totally static circuits shall be provided to illuminate the elevator car and provide current to the two alarm bells in the event of building power failure.

vii. *Ventilation*: A force draught exhaust fan shall be mounted on the car top. The fan shall operate only when the lift is occupied.

viii. *Doors*: Hang doors on sheave type hangers with polyurethane tires that roll on a polished steel track and are guided at the bottom by non-metallic shoes sliding in a smooth threshold groove. Doors shall incorporate both electrical and mechanical locking devices.

ix. *Handrail*: Provide 45 to 50mm diameter handrail at 900mm height from floor on all wall sides.

x. *Kick plate*: 100 mm high made of patterned scratchproof aluminium

Xi *Finished Floor*: **One solid marble slab to match the door sill/floor as directed by the architect in charge.**

xi. *Car Control Panel*: This should be between 900 mm and 1200 mm above the floor and located inside the car on a side wall at least 400 mm in from the door wall.

xii. *Intercom set*: Permanently installed, capable to communicate with machine room and on top of the cabin. Intercom is to contain inductive couplers to help hearing-aid users.

xiii. *Warning Sign*: An appropriate warning sign giving instructions on the use of the rescue service system via the auto-dialler shall be included in the cabin on or near the control panel.

2.14 Door Operation

2.14.1 A door operator with a VVVF motor shall be provided to operate the car and hoist way doors simultaneously. The microprocessor based door operator system should operate under closed loop, automatically correcting any variations in the command profile. Door movements shall be electrically cushioned at both limits of travel and the door operating mechanism shall be arranged for manual operation in event of power failure. Doors shall automatically open when the car arrives at the landing and automatically close after an adjustable time interval (minimum 10 seconds) or when the car is dispatched to another landing.

i. *No Unnecessary Door Operation*: Car door shall open only if the car is stopping for a car or hall call, answering a car or hall call at the present position or selected as the next car up.

ii. *Nudging Operation*: The doors shall remain open as long as the electronic detector senses the presence of a passenger or object in the door opening. If the infrared door protection system detects a person or object while closing, the doors will stop and resume closing after the obstruction has been removed.

iii. *Limited Door Reversal*: If the doors are closing and an infrared beam is interrupted, the doors will reverse and reopen partially. After the obstruction is cleared, the doors will begin to close.

iv. *Doors' Closing speed* : This shall not be greater than 0.3m/s

2.14.2 A door protection system shall be included using **full curtain type infrared light beams**. The beams shall project across the car opening detecting the presence of a passenger or object. If door movement is obstructed, the doors shall immediately reopen.

2.15 Car Operating Station

2.15.1 *General*: A panel shall be provided which contains a bank of illuminated push buttons with tactile indication of each floor adjacent to the call button to correspond to the landings served, an emergency call button (clearly identified) and, door open and door close buttons, switches for lights and exhaust fan, key switches for inspection, and message indicators for lift operation. The emergency call button shall be connected to two bells that serve the emergency signal. The bells shall be situated in prominent locations as instructed by the Engineer. All buttons to have both raised markings and Braille markings. The controls shall be mounted on a panel located on a sidewall 400 mm from the doorjamb. It shall be installed at a minimum height of 900mm and maximum height of 1200 mm.

2.15.2 *Position Indicator*: A display car position indicator shall be integral to the car-operating panel. As the car travels, its position in the hoist way shall be indicated by the illumination of the alpha/numeric character corresponding to the landing, which the lift is stopped, or passing.

2.15.3 *Voice and visual indicator*: The voice and visual indicator will be included in the car-operating panel, indicating the weight present in the car, or any passenger overloads. The voice and visual indicator shall also give notification of the floor reached.

2.15.4 *Emergency Light*: An emergency light and capacity plate shall be integrated into a module. Emergency light shall illuminate automatically upon loss of the building's normal power supply.

2.15.5 Special Accessories shall include:

i. CE marking.
ii. Name and contact number of supplier.
ii. Identification number of lift.
Iv. The operation of the call button from inside the cabin for Level 1 shall be activated by means of a separate key switch inside the cabin.

2.16 Control Systems

2.16.1 Controller: The lift control system shall be microprocessor based and operate on extra low voltage. Control of the lift shall be automatic in operation by means of push buttons in the car numbered to correspond to floors served, for registering car stops, and by "up-down" push buttons at each intermediate landing and "call" push buttons at terminal landings. **The control system shall be of the full collective type.**

2.16.2 The car shall be operated with a single set of **vandal proof** push Buttons, one for each floor served.

Registration of a call by momentary pressure on a button shall cause the corresponding call to be entered and the button to illuminate.

2.16.3 Maintenance control gear. Up/Down/ close/open Emergency Stop/ Control and inspection buttons to be installed in machine room as well as top of car.

2.16.4 The overload control device should prevent a start of a journey when the load exceeds the lift’s rated loads. The cabin shall not move until the correct load is present in the car.

2.17 Hall Stations

2.17.1 *General*: Hall stations shall be provided with necessary **vandal proof** push buttons for lift operation.

Buttons shall illuminate to indicate call has been registered at that floor for the indicated direction. Each hall station shall be installed at a minimum height of 900 mm and maximum height of 1200 mm from floor.

2.17.2 *Hall Lanterns*: A hall lantern with an audible signal shall be installed at each landing entrance for the lift.
The lanterns, when illuminated, shall indicate the lift car which shall stop at the landing and in what direction the car is set to travel. When the car reaches a predetermined distance from the floor where it is going to stop, the corresponding hall lantern shall illuminate and the signal shall sound. The hall lantern shall remain illuminated until the car doors close in preparation for leaving the floor.

2.18 Machine Room

The lift is a machine room-less (MRL) type lift and the controller is to be installed next to the landing door at the highest level.

When the offers are evaluated, it shall be assumed that the respective Tenderers are well aware of the site conditions. It is then the contractor's responsibility to put the lift in place without damaging the equipment, the surrounding areas or third party property.

2.19 Miscellaneous Lift Components

2.19.1 Vibration Pads shall be mounted under the traction motor assembly to isolate the unit from the building structure.

2.19.2 Three phase motor protector is to be supplied and installed for each motor. The motor protector is to automatically isolate the power supply to the motor in event of: phase loss, phase reversal, 9% voltage difference between phases; voltage goes down below under voltage settings, the voltage goes over voltage settings.

Any deviations from the specifications, as well as valid reasons, must be clearly indicated by the contractor at tendering stage.

2.20 Examination

2.20.1 Before starting works, the contractor should verify all critical dimensions, and examine supporting structures and all other conditions under which the lift work shall be installed.

2.20.2 Installation constitutes acceptance of existing conditions and responsibility for satisfactory performance.

2.21 Installation

2.21.1 The Contractor shall install the lift system components and co-ordinate installation.

i. Competent lift installation personnel in accordance with Lifts Regulations 2002 and MSA EN81-1: 2000, manufacturer's installation instructions and approved shop drawings shall perform all the installation work.

ii All electrical installation work shall fully comply with The latest edition of the I.E.E wiring regulations.

2.21.2 All work shall be performed by competent, skilled workmen under the direct control and supervision of the elevator manufacturer's experienced foreman. The contractor shall be fully responsible for the design, supply and mounting of the lift.

2.21.3 Works shall be performed in accordance with a submitted works program.

2.22 Field Quality Control

2.22.1 Upon completion of each installation and before permitting use of lifts, acceptance tests shall be performed as required by the Lifts Regulations 2002.

2.22.2 The Engineer shall be notified in advance of dates and times tests are to be performed on the lifts.

2.22.3 Test certificates shall be handed over to the Engineer in charge.

2.23 Adjusting

Necessary adjustments shall be made to operating devices and equipment to ensure that each lift operates smoothly and accurately.

2.24 Cleaning

2.23.1 Before final acceptance, factory protection of the finished surfaces shall be removed. Surfaces shall be cleaned and polished in accordance with manufacturer's recommendations for type of material and finish provided.

2.23.2 At completion of lift work, all tools, equipment, and surplus materials shall be removed from the site. Equipment rooms and hoist way shall be cleaned. All trash and debris shall be removed from site.

2.25 Protection

At time of Substantial Completion of lift work, or portion thereof, provide suitable protective coverings, barriers, devices, signs, or other such methods or procedures to protect lift work from damage or deterioration. Protective measures shall be maintained throughout the remainder of the installation period.

2.26 Demonstration

2.26.1 Instruct the Client’s identified personnel in proper use, operations, and daily maintenance of the lift. Review emergency provisions, including emergency access and procedures to be followed at time of failure in operation and other building emergencies.

2.26.2 A final check of the operation of the lift shall be carried out with Engineer present, immediately before the date of the Test Certificates. During this test, it shall be determined that control systems and operating devices are functioning properly.

2.27 Electrical Works

2.27.1 Scope of Works

The Contractor shall provide electricity supply to the lift from existing switch room by means of XLPE insulated armoured cable to BS5467 (or equivalent), neatly clipped to existing building structure as directed by the Engineer. Contractor shall supply, install and connect compatible moulded case circuit breaker (MCCB) of appropriate rating in existing panel-board and 4-pole isolator in lift machinery area.

2.27.2 Regulations and Standards

The Electrical Works shall conform to the latest issues of the following regulations and standards:

- BS 7671 (IEE Wiring Regulations), "Requirements for Electrical Installations" including amendments.
- Local Electricity Supply Regulations
- Latest relevant MSA EN Standards and the standards specified.

2.27.3 Electrical Supply

The electrical supply available on site shall be 400/230 Volt (+/- 10%), 50 Hz (+/- 1%), three phase, four wire. The supply will be available through a main isolator panel installed by third parties. The main rotary type isolator will be installed by the lift control cabinet. This shall be lockable.

2.27.4 PVC Conduit and Fittings

2.27.4.1 PVC conduit and fittings shall conform to BS 4607 and shall be of heavy gauge. Conduit shall be jointed and terminated utilising the appropriate components as supplied by the conduit manufacturers.

2.27.4.2 Conduit shall be adequately supported with allowance for expansion and contraction under normal working temperature variations. Supports are to be at one metre intervals.

2.27.4.3 Conduit buried in walls shall have 5mm depth of cover whilst the extent of conduit trench works are to be limited to the space required for conduit and fittings in order to avoid structural damage.

2.27.4.4 Horizontal chases are to be avoided and large openings (such as for conduit boxes) are to be reinforced by proper plastering as part of the conduit installation price.

2.27.4.5 External conduit installations shall be rendered watertight.

2.27.5 Armoured Cable - 600/1000V Grade

2.27.5.1 Armoured cables of the 600/1000V grade shall conform to BS 5467 and shall be stranded copper conductor, cross-linked polyethylene insulated, PVC bedded, galvanized steel wire armoured and PVC sheathed.

2.27.5.2 Cables shall be installed in one length between equipment and no joints are to installed.

2.27.5.3 The neutral conductor shall have the same cross-section as the phase conductor.

2.27.5.4 Termination of cables shall be with appropriate manufacturer's recommended glands with brass earth tags in line with BS 6121. Types CW glands are to be used where a moisture-proof seal onto the cable's sheath over armour is required. Compression type terminals to BS 4579 are to be used for termination of the conductors.

2.27.5.5 The price for armoured cables shall include the supply and installation of glands, terminals, cleats and cable ties as required including earth connections.

2.27.6 Moulded Case Circuit Breaker (MCCB)

2.27.6.1 MCCB shall be 3 poles as specified, fixed type, and are to have thermal and magnetic trip elements on each pole plus a push-to-trip button to trip the breaker for test purposes. Facilities for adjustment of the trip settings for overload shall be provided. Terminals are to be large enough for termination of the specified cables. The circuit breakers shall have a toggle type handle for manual operation and clear indication of the main contact status i.e. ON, OFF or TRIPPED. The MCCB rating should be easily seen when the MCCB is mounted in the panel board. Padlocking facilities in the OFF position shall be provided.

2.27.6.2The MCCB shall be suitable for isolation in the OFF position and are to have the following electrical characteristics as per IEC 947-2 and EN 60947-2:

2.28 Warranty and Maintenance

2.28.1 All items of equipment in this offer and the installation as a whole shall be covered by a 24 month full warranty on material, equipment and workmanship. The successful Tenderer is expected to fully maintain the equipment supplied and keep the system in perfect working order for a period of 24 months from the date of commissioning.

2.28.2 The tender price shall include regular periodic maintenance for the duration of the guarantee period (24 months). **Payment of the maintenance cost shall be made at the end of every 6 month period. No payment shall be made before the period in question.** If the contractor shall not carry out the maintenance as per schedule supplied with the offer, payment shall not be made. The Tenderer shall submit together with his offer a detailed maintenance schedule including the frequency of the visits and details of the works or checks to be carried out during these visits. Fees and instructions for emergency callouts shall also be included in the schedule.

2.29 Client's Obligations

2.29.1 During the maintenance period, the Client shall:

a. Not make any modifications or carry out any maintenance or adjustments to the equipment without the Supplier's written consent.

b. Not move the equipment from its location without the Supplier's written consent.

c. Make available free of charge all facilities and services reasonably required by the Supplier to perform the services required under this agreement.

2.29.2 The services rendered under this contract exclude:

a) Any labour cost or parts required as a result of damages caused by accidents, fire, flood, lightning and other acts of God, neglect, misuse, malicious act, act of violence, environmental conditions outside those specified by the equipment manufacturer, electrical current fluctuations.

b) Any maintenance work required due to the use of supplies not approved by the Supplier.

c) Replacement of consumable

All the above mentioned services and facilities should be provided in an itemized manner which shows the whole breakdown of expenses in the submitted expression of interest and excluding VAT. For more information do not hesitate to send an e-mail to Mr. Mauro Pace Parascandalo on mauro.pace-parascandalo@gov.mt or by phone on 22481110.

3. Conditions and instructions

Interested Tenderers are to follow the following conditions and instructions:

3.1 Conditions

The Malta Council for the Voluntary Sector reserves the right not to select any proposal or not to select the least expensive proposal. Furthermore, it reserves the right to accept proposals in whole or in part, to discuss or negotiate different or additional terms to those envisaged in this REQUEST FOR TENDER for the Provision of Services by Architects/Civil Engineer, or to amend and modify any terms of this REQUEST FOR TENDER for the Provision of **Passenger Lift**.

Until a contract resulting from the REQUEST FOR TENDER for the Provision of **Passenger Lift** is executed, the Tenderer must not disclose any details pertaining to their proposal and the selection process in whole or in part, to anyone not specifically involved in their proposal, unless written consent is secured from the Malta Council for the Voluntary Sector, prior to such disclosure.

The Tenderer shall not issue a news release or other public announcements pertaining to details of their proposal or the selection process without the prior written approval of the Malta Council for the Voluntary Sector.

The selected Tenderer will not divulge to any third party any of the information obtained in the course of the assignment without the prior consent of the Malta Council for the Voluntary Sector. The Tenderer will moreover ensure that one's employees, and any other persons it may engage to assist it in the performance of its assignment, shall be similarly so bound. Information must be protected and used in accordance with the provisions of the Data Protection Act 2001 and relevant financial regulations and protocols.

3.2 Instructions for submitting the REQUEST FOR TENDER for the Provision of Passenger Lift

Proposals shall be submitted in accordance with the format identified in **Section 12: Proposal Response Format**.

The REQUEST FOR TENDER for the Provision of **Passenger Lift** is classified as an MCVS Contract.

Any information or clarifications in connection with the REQUEST FOR TENDER for the Provision of **Passenger Lift**:

Malta Council for the Voluntary Sector
Volunteer Centre,
181, Melita Street, Valletta, VLT 1129, Malta
Tel: +(356) 22481110
Email: mcvs.msdc@gov.mt

Requests for additional information or clarifications are to be submitted in writing by not later than five (5) working days prior to the closing date of the REQUEST FOR TENDER for the Provision of **Passenger Lift**. Submissions are to be forwarded by mail, fax or e-mail and each request will be acknowledged. Answers in writing will be circulated to all persons or entities that have shown interest in the REQUEST FOR TENDER for the Provision of **Passenger Lift** not later than three (3) days prior to the date of receipt of REQUEST FOR TENDER for the Provision of **Passenger Lift** except in the case of postponing the date for receipt of REQUEST FOR QUOTATION or withdrawing the REQUEST FOR TENDER for the Provision of **Passenger Lift**.

Tenderers are to submit one (1) copy of their REQUEST FOR TENDER for the Provision of **Passenger Lift** response clearly marked **'REQUEST FOR TENDER for the Provision of Passenger Lift',** on the sealed envelope and documents are to be entitled **'REQUEST FOR TENDER for the Provision of Passenger Lift'.**

Together with the proposal, Tenderers must submit a schedule of all documents and materials forming part of the response including:

1. **a detailed CV of the Company providing the Passenger Lift;**
2. **a detailed CV of the Architect/Engineer supervising the works on behalf of the Company, and**
3. **a brief overview of previous related work experience.**

Proposals are to be deposited at the of Volunteer Centre, 181, Melita Street, Valletta, VLT 1129, Malta by not later than the 29th May 2015 at 12.00 p.m. (noon). Late submissions will not be considered.

This expression of interest is being published and awarded subject to the recourse procedures as set forth in the Financial Administration and Audit Act (Cap 174), Legal Notice No. 177 – Public Contracts Regulations 2005 – published in the Government Gazette No. 17775 dated 3rd June 2005. (Appendix VIII refers)

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the rules of the Malta Arbitration Centre as at present in force. Any references in the attached General Conditions to other arbitration procedures shall not apply.

Any objections shall be made with the Malta Council for the Voluntary Sector prior to the commencement of any of the services affected thereby.

3.3 Other requirements and conditions

3.3.1 The Tenderer must adhere to the specifications given in this REQUEST FOR TENDER for the Provision of **Passenger Lift**;

3.3.2 The Tenderer must also ensure that the set objectives are reached in a consistent and timely manner;

3.3.3 The Tenderer shall perform the services under the contract with due care, efficiency and diligence, in accordance with the best professional practice;

3.3.4 The Tenderer shall treat all documents and information received in connection with the contract as private and confidential, and shall not, save in so far as may be necessary for the purposes of the performance thereof, publish or disclose any particulars of the contract without the prior consent in writing of the Malta Council for the Voluntary Sector. The Tenderer and its staff shall maintain professional secrecy, for the duration of the contract and after completion thereof. In this connection, except with the prior written consent of the Malta Council for the Voluntary Sector, neither the Tenderer nor the personnel employed or engaged by it shall at any time communicate to any person or entity any confidential information disclosed to them or discovered by them;

3.3.5 For the period of execution of the contract, the Tenderer and its personnel shall respect human rights and undertake not to offend the political, cultural and religious practices prevailing in the beneficiary country;

3.3.6 The Tenderer shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified in writing to the Malta Council for the Voluntary Sector without delay;

3.3.7 Tenderers who have been found to have seriously failed to meet their contractual obligations shall also be subject to financial penalties representing 10% of the total value of the Contract;

3.3.8 Any amendment of the contract must be set out in writing in an addendum, to be concluded on the same terms as the original contract. If the request for an amendment comes from the Tenderer, the latter must submit such a request to the Malta Council for the Voluntary Sector. Addenda are to be submitted to the Malta Council for the Voluntary Sector for approval and signing;

3.3.9 The Tenderer shall furnish any person authorized by the Malta Council for the Voluntary Sector with such information relating to the services and the project as they may at any time request;

4. Evaluation process

4.1 The Evaluation Process will be carried out by an Adjudication Team appointed by the Malta Council for the Voluntary Sector.

4.2 The Tenderer may be requested to conduct a presentation of their proposal to further sustain their response. The Adjudication Committee reserves the right to visit the facilities offered and verify that they satisfy the needs of the activity.

4.3 The Adjudication Committee will score the bids individually, based on the following criteria:

Evaluation Criteria	**% Weighting**
1. the quality and completeness of the proposal submitted and the level of understanding of the assignment	5
2. the completeness of the services provided in terms of business operations and needs of the MCVS	15
3. the track record of the Tenderer in handling similar services. Evaluation shall be carried out on the basis of the additional documentation presented. (*i.e. list of past experience and entities to whom service was provided*)	15
4. the quality of the product and the level of services provided by the Tenderer;	30
5. cost of the proposal	35
Total Weighting	**100**

4.4 Negotiations will commence with the preferred Tenderer. If these negotiations are not successful, the Malta Council for the Voluntary Sector may decide to open negotiations with the other preferred Tenderer. This process will be repeated as deemed necessary and/or appropriate. The Malta Council for the Voluntary Sector may also decide to negotiate with more than one Tenderer concurrently.

4.5 The Malta Council for the Voluntary Sector has the right to negotiate changes, amendments or modifications to the proposal of the preferred Tenderer, as submitted, without offering other Tenderer the opportunity to amend their proposals.

4.6 The Malta Council for the Voluntary Sector reserves the right not to award the contract to any of the potential Tenderer.

4.7 In the case of failure in the negotiation process with the selected Tenderer, the Malta Council for the Voluntary Sector reserves the right to initiate negotiations with the next favourable Tenderer.

5. Proposal response format

5.1 Schedule of Prices and Rates with reference to the Provision of Passenger Lift.

Name of Tenderer:_____

SCHEDULE OF PRICES & RATES					
(To be completed by the Tenderer or an Authorised Representative)					
Item	**Description**	**Unit**	**Qty.**	**Unit Price incl. VAT**	**Total inc. VAT**
A	**LIFT ENCLOSURE, CLADDING, CIVIL WORKS & TIMBER WORKS**				
A1	Design, Supply and install on site a galvanised steel/glass lift enclosure as specified in the attached Tender Dossier. Outside Dimensions not to exceed 1.8 x 1.8m	Lump	Sum		
A2	Design, Supply and install on site an aluminium cladding forming lift door side elevation (internal and external).	Lump	Sum		
A3	Design, Supply and install on site a solid iroko apertures at all lift landings including laminate glass, stainless steel hardware and finishing.	Lump	Sum		
A4	Carefully remove and load and cart away resultant material.	Lump	Sum		
A5	All necessary civil works and builders work as Specified in order to complete the lift enclosure. This item shall include for excavation as required, insertion of steel beams to support entire structure, damp-proofing, making good to tiling in internal yard and supports for the enclosure.	Lump	Sum		
B	**ELECTRICAL SUPPLY**				
B1	Supply, lay and connect XLPE armoured cable 4x16sq.mm. as specified, including cleats, glands, lugs and all necessary hardware	m	25		
B2	Modify and replace existing distribution board as specified to include main 100A and lift switchgear.	Lump	Sum		
B3	Supply, install and connect 4-pole isolator of the lockable rotary type.	No.	1		
B4	Test existing electrical installation.	Lump	Sum		
B5	Compile and submit application for upgrading of elecricity service, excluding fees.	Lump	Sum		

C	LIFT INSTALLATION				
C1	Supply, delivery and installation as specified of MRRL traction lift with 3 stops as specified. This includes all the necessary items of works. All works necessary for the complete and successful installation of the lift shall be deemed to be included in the price. Tenderers are required to carefully examine the site and the tender specifications as all items required must be catered for in the tendered rate.	No.	1		
C2	Preventive Maintenance of Passenger Lift for 24 months after commissioning.	Lump	Sum		
C3	Certification by an accredited Engineer, testing and handing over Passenger Lift in perfect running order.	Lump	Sum		
C4	Engineer's six-monthly reports for the duration of the Guarantee Period, i.e. 24 months	Lump	Sum		
				GRAND	**TOTAL**

Signature: .....

(the person or persons authorised to sign on behalf of the tenderer)

Date: .....

*** Total Amount is required quoted in EUROs (€) and exclusive of VAT.**

5.2 Technical Data on Lift Form with reference to the Provision of Passenger Lift.

TECHNICAL DATA ON LIFT FORM			
Item no	**Description**	**Specification**	**Tender Offer for Lift at the Malta Council for the Voluntary Sector**
	Lift Manufacturer		
	Model / Type		
1	Elevator type	MRL Traction elevator : Passenger	
2	Quantity	1	
3	Transmission Type	2:1 or 1:1 (gearless)	
4	Capacity	4-6 person	
5	Speed	Rated 0.85 – 1.0 m/s	
6	Motor Starts per hour	180 s/hr	
		Certificate from motor manufacturer as per 1.3.1	
7	Voltage- Power Mains	3ph-400V (+&- 10%) 50 Hz	
8	Voltage – light Mains	1 ph – 230V 50 Hz	
9	Number of stops	3	
10	Number of entrances	3 in-line	
11	Total Elevator Travel Height (Rise)	Approx. 10 m	
12	Head Room/Clear Overhead	3.60m	
13	Car Internal Dimensions (W x D)	1000 x 1250 mm minimum	
14	Inside Cab height	2100 mm	
15	Well dimensions (W x D)	Approx. 1,750 (w) x 1,500(d) **(External)**	
		Permanent shaft lighting – Fittings to be suitable for a panoramic lift enclosure IP 54	
16	Pit depth dimensions	Pit-less due to underlying basement floor	
17	Location of machine room	MRL – sited on the top floor	
18	Control system	Full Collective	
19	Levelling accuracy	(+/- 5 mm)	
20	Controls & fittings in Cabin	Door open/hold	
		Push button for Alarm bell	
		Floor address buttons – have Braille markings & illumination	
		Extractor fan with automatic activating switch	

		Wired communication compartment complete with warning sign giving instructions regarding the use of the rescue service.	
		Display position indicator	
		Overload indication – visual & audible	
		Indirect lighting	
		3hrs Battery back- up for emergency lighting and alarm	
21	Control on landings	Lift call button	
		Display position indicator at all landings.	
22	Lift motion controller	Passenger overload device	
23	Maintenance controls	On top of cabin and in machine room	
		13A socket outlet on car roof	
Item no	**Description**	**Specification**	
24	Car construction	Acoustic linings	
		Car roof to support two persons	
		Hand Rail / Balustrade to be installed on car roof according to EN81	
25	Cabin / Wall finishes	**Glass panels in a patterned scratchproof stainless steel frame. (Brushed steel will NOT be accepted)**	
		Hand Rail.	
		Patterned stainless steel kick plate 100mm high.	
26	Floor finishes	**Single solid marble slab as specified.**	
27	Car doors	(W x H) 900 x 2000 mm	
		Clear opening (mm) 900	
		Automatic opening	
	Finish	**Patterned scratchproof stainless steel.**	
		(Brushed steel finish will NOT be accepted)	
28	Landing doors	(W x H) 900 x 2000 mm	
		Clear opening (mm) 900	
		Automatic opening	
	Finish	**Patterned scratchproof stainless steel.**	
		(Brushed steel finish will NOT be accepted)	
		1 hour Euro Standard fire rating	
		Emergency lock key	
29	Car Safety Gear	An instantaneous type safety device	
		Emergency Passenger Evacuation Device; lowering car to exit level; Automatic with door opening.	

		Door closing force limiter	
		Full curtain detection beams	
		Overload device preventing start of journey when cabin load exceeds rated load	
		Intercom between cabin, and machine room	
		Final limit switch at top and bottom terminal landings	
		Emergency manual emergency lowering or raising	
		Electromechanical locks on all doors	
		Over speed device	
		Motor overload and phase failure protection device	
33	Installation and Equipment Guarantee	24 months	
34	Guarantee on the structure as per clause 8.4.1.1	20 years	
35	Maintenance	24 months	

Signature: .....

(the person or persons authorised to sign on behalf of the tenderer)

Date: .....

5.3 Schedule of Particulars for Lift Form with reference to the Provision of Passenger Lift.

SCHEDULE OF PARTICULARS FOR LIFT FORM

1	Rated kW. of Motor:	
2	Full Load Current of Lift	
3	Starting Current of Lift:	
4	Motor starts per hour rating:	
5	Manufacturer of motor:	
6	Motor Types:	
7	Type of control system:	
8	Manufacturer of controller:	
9	Manufacturer of door & limit switches:	
10	Manufacturer of door mechanism:	
11	Number of lift ropes and manufacturer name:	
12	Levelling accuracy of lift:	
13	Type of safety gear and manufacturer:	
14	Type of buffers underneath car and counterweight	

Signature: .....

(the person or persons authorised to sign on behalf of the tenderer)

Date: .....

APPENDIX I
DETAILS OF TENDERER

Name of Tenderer	
Address	
E-mail Address	
Tel. Nos.	
Fax Nos.	
Web Site	
Mobile Phone No.	
VAT Registration No.	
Signature	**Date**
ID. Card No.	

APPENDIX II
GENERAL CONDITIONS OF CONTRACT

1. In these conditions and in any specifications or special conditions annexed hereto:

   a) the word 'Council' shall mean the Malta Council for the Voluntary Sector;

   b) the word 'Executive Secretary' shall mean the official person/s appointed by and on behalf of the Council to inspect/audit the work when the Council decides to have inspection;

   d) the word 'Board' shall mean the 'Voluntary Organisations Fund Administrative Board';

   e) the word 'Expression of interestee' shall mean any person or persons whose expression of interest for the work referred to shall be accepted by the Council;

   f) the word 'work' shall also include articles of every description and materials of every kind in every stage of their preparation - to be supplied under the contract for the execution of the contract works;

   g) the word 'Malta' shall have the meaning assigned to it by Section 126 of the Constitution;

   h) the word 'variation' shall mean any increase or decrease in the quantity of works or any extra work required for the completion of the contract.

2. The Expression of interestee shall indemnify the Council against all claims at any time on account of patent rights or royalties, whether for manufacture or for use in Malta. In the event of any claims being made against the Council in respect of which the Expression of interestee is liable under this condition, the Expression of interestee shall be notified thereof and may at his own expense conduct any ligitation that may arise therefrom or any negotiations for settlement.

3. The Council shall have the power to require reasonable alterations in the work or any of its details, and, if such alterations do not involve extra expense, no payment shall be made in respect of them.

4. The Expression of interestee shall not receive payment beyond the contract sum for any work which he may consider that payment should be made as an extra, unless such work shall have been ordered as extra work, or unless the Expression of interestee, before commencing such work, shall have claimed in writing that it should be paid for as an extra, and the Executive Secretary or the Council shall have certified in writing that the claim is reasonable and proper.

5. i) Subject to what is stated at clause 3 above, the Council shall make variations in the form, quality or quantity of the works or any part thereof that may in his opinion be necessary, and for that purpose or of for any other reason it shall in his opinion be desirable, shall have power to order the Expression of interestee to do, and the Expression of interestee shall do any of the following:

a) increase or decrease the quantity of any work included in the contract;

b) omit any such work;

c) change the character or quality or kind of any such work;

e) execute additional or extra work of any kind necessary for the completion of the works;

and no such variation shall in any way vitiate or invalidate the contract but the value (if any) of all such variations shall be taken into account in ascertaining the final amount of the contract sum.
Provided however that no such increase, decrease, alteration or omission made under this clause shall be such as to augment or diminish the entity of the contract by more than 20%.

ii) No such variation shall be made by the Expression of interestee without an order in writing of the Council. Provided that no order in writing shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an order given under this clause but is the result of quantities exceeding or being less than those stated in the agreement. Provided also that if for any reason the Council shall consider it desirable to give any such order verbally the Expression of interestee shall comply with such order and any confirmation in writing of such verbal order given by the Council whether before or after the carrying out of the works, shall be deemed to be an order in writing within the meaning of this clause. Provided further that if the Expression of interestee shall confirm in writing to the Council any verbal order, and such confirmation shall not be contradicted in writing by the Council, it shall be deemed to be an order in writing by the Council.

6. The Council shall determine the amount (if any) which should be added to or deducted from the sum named in the Expression of interest in respect of any extra or additional work done or omitted by its order. All such work shall be valued at the rates set out in the contract if the same rates shall be applicable. If the contract shall not contain any rates applicable to the extra or additional works, then suitable prices shall be agreed upon between the Council and the Expression of interestee. In the event of disagreement, the Council shall fix such prices as shall in its opinion be fair and reasonable.

Provided that no such increase of the contract sum shall be made unless as soon as after the date of the order as is practicable, and in the case of extra or additional work before

the commencement of the work or as soon thereafter as is practicable, notice shall have been given in writing

i) by the Expression of interestee to the Council of his intention to claim any extra payment, or

ii) by the Council to the Expression of interestee of Council's intention to fix a rate or price as the case may be.

7. In the event of additions being made, or for any other valid reason, the Council may, if it thinks it necessary, extend the time for delivery or completion for such period as it may consider reasonable and proper. The Expression of interestee shall be informed in writing of any such extension.

8. Should there be any discrepancy between the agreement and the specifications, or any inconsistency or omission in either of them, reference must be made to the Executive Secretary or the Council for an explanation and the Expression of interestee will be held responsible for any errors that may occur in the work through neglect of this precaution.

9. The Expression of interestee shall deliver the whole of the work, complete in all its parts and furnished with every necessary detail and fitting, notwithstanding any omission or inconsistency in the contract drawings and specification.

10. Before proceeding to execute any work, the Expression of interestee shall obtain the Executive Secretary's or the Council's approval of the manner in which the Expression of interestee proposes to execute each portion of the work, and shall furnish such information as the Executive Secretary or the Council shall require.

11. The Expression of interestee shall take all risks of accident or damage to the work, from whatever cause arising, and shall be responsible for the sufficiency of all means used by him for the fulfilment of the contract, and shall not be relieved from such responsibility by any approval which may have been given by the Executive Secretary or the Council.

12. The materials and fittings of every kind used are to be free from defects and, unless otherwise specified, are to be of the best description of their respective kinds. The workmanship is to be of first class character, and the degree of finish such as the Executive Secretary or the Council shall require.

13. The Executive Secretary or the Council may adopt any means he may think fit to satisfy himself that the deliverables are as requested throughout the contract, either personally or by deputy, to inspect without giving previous notice, the entire work or any part thereof at every stage of progress and wherever the work, or any part thereof, may be in progress, he shall also have power subject to clauses 3, 4 and 5,

above to amend or alter anything he may think fit and to reject any parts of the work of which he may disapprove.

14. Should the Expression of interestee anticipate at any time during the execution of the contract that he will be unable to deliver the work within the contract time, he must at once give notice accordingly, in writing, to the Council explaining the cause of delay.

15. The contract time for delivery shall be the period or periods named in the Letter of Acceptance of expression of interest and shall be reckoned from the date of receipt of the said letter or from the date of the order to start work whichever may be applicable.

Provided that any written order to start work shall be issued not later than six (6) weeks from the date of the Letter of Acceptance.

16. Any details, descriptions or other literature specified must be furnished by the Expression of interestee with the first consignment of the work to which they refer, and payment will not be made by the Council until such deliverables have been furnished to the satisfaction of the Executive Secretary or the Council.

17. It shall not be lawful for the Expression of interestee to transfer or assign the contract, directly or indirectly, or any part, share or interest in it or any amount due by the Council therefor, to any person or persons whomsoever, or to sublet the contract or any part of it, or to allow any portion of the work to be done otherwise than in his own establishment, without the written consent of the Council.

18. Payment will be made by the Council within a reasonable time after due completion of the works to the satisfaction of the same Council. Payment will be subject to any deductions to which the Expression of interestee may have become liable under this contract.

19. If the work is not completed and delivered within the time specified in the contract, the Expression of interestee shall be liable to a penalty as indicated in the conditions of contract. Provided that the Council may remit such penalty, wholly or in part, if it is satisfied that the delay could not have been avoided.

20. In the event of any difference of opinion arising between the Council and the Expression of interestee, the dispute shall be referred to a committee composed of the unofficial members of the Contracts Committee, whose decision shall be final and binding. Provided also that such members of this committee shall in no way, directly or indirectly, have any interest in the contract in question.

21. Should the Expression of interestee from any cause whatever, become unable or fail to carry on the contract with efficiency; or should he not progress with the work in the manner intended by the contract, or not have the work ready for delivery in

conformity with the terms of the contract; or should his preparations for commencement and his subsequent rate of progress be so slow, from any cause whatever, that, in the opinion of the Council he will be unable to complete and deliver the work by the expiration of the specified period; or should he refuse or neglect to comply with the directions given him by the Council or in any other respect act contrary to the terms of the contract, then the Council shall have the power to declare the contract at an end, and the Expression of interestee shall only be paid for such portion of the work as shall have been actually delivered at the date of such declaration, after deduction of any sum leviable under the conditions of the contract. When the work is expression of interested for in a lump sum, the portion of the work that shall have been actually delivered at the date of such declaration will be valued by the Council which valuation after being approved by the Council, and subject to any deduction leviable under the conditions of the contract, shall be final.

22. The Expression of interestee, shall, in addition, be liable to pay to the Council, or the Council shall be entitled to further deduct the value of any expense, loss or damage (including any difference between the contract price of the work to be done, under the contract, or of such portion thereof as may not have been delivered at the date of such declaration as aforesaid, and the price which the Council may have to pay for similar work provided in lieu of such portion as may not have been so delivered) which the Council may be put to or sustain by reason of, or in connection with the Expression of interestee's breach of contract.

23. Should the Expression of interestee abandon the work he may be liable to the provision of clause 22. The work may be considered to have been abandoned if the Expression of interestee fails to commence it within 10 working days from the date of the commencement stipulated on the contract without previously obtaining permission from the Council.

24. Besides the penalties for delay envisaged in these conditions and without prejudice to all his other liabilities arising out of the contract, the Expression of interestee shall also become liable to a penalty if the rate of progress of the work throughout the contract period is not satisfactory. The Expression of interestee shall be considered to be in default if he fails to carry out every month at least 70% of the estimated monthly average progress. For the purpose of assessing such average progress the value of the contract shall be divided by the number of months stipulated in the contract period. Within each month the Expression of interestee should complete works whose value is equivalent to the average progress obtained as above. Hence in the case of contracts having a completion period of 6 or more months, no penalty shall be imposed in respect of the first month from the date of allocation of the contract. Should the Expression of interestee's progress fail below the minimum percentage progress, he will become liable to a penalty equivalent to 2% of the value of the contract in respect of every month during which progress is below standard. If the Expression of interestee completes the whole contract within the stipulated period, the Council may consider the refund of any penalties the Expression of interestee may have incurred for slow monthly progress.

26. It shall be lawful for the Council to reject without the necessity of prior legal proceedings any consignment of work or part thereof, which in its opinion does not possess the qualities or does not conform to the standard required under the contract and to obtain it elsewhere, or have it replaced at any price, and on Expression of interestee's account, should the latter fail to replace the articles or the work rejected within the time allowed for the purpose by the Council.

27. Without prejudice to the Council's right to dissolve 'ipso jure' the contract in the case of infringement of any condition thereunder and apart from the deduction established for delay in delivery, any such infringement shall render the Expression of interestee, in each case, liable to a deduction by way of damages of 5 per cent of the value of the contract with regard to each particular infringement, but not necessarily with regard to all infringements, to claim actual damages incurred.

28. The Council is not bound to accept the lowest or any expression of interest.

29. The Council reserves the right of accepting any expression of interest wholly or in part, or of dividing the contract among two or more expression of interesters.

30. The award of the contract does not exonerate the expression of interestee from the obligation of obtaining any other permit and/or licence that may be required under any law, principal or subsidiary, in force in Malta from time to time.

31. This contract shall be, and be deemed to be a Maltese contract and shall be governed by and construed according to the laws for the time being in force in Malta. Notwithstanding any other disagreement or claims, the Maltese Courts shall have exclusive jurisdiction to hear and decide on the merits of the matter in dispute.