

REFERENCE NUMBER:

PG/HR 481/26



SUPPLY AND DELIVERY OF ONE ERGONOMIC OFFICE CHAIR

Date Published:

25th May 2026

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

31st May 2026

at 23:45 hrs CEST

Project Green

Avenue 77, Triq Negozju, Zone 3
Central Business District, Birkirkara CBD3010
<https://projectgreen.mt>

Section 1: Instructions to Economic Operators

- 1.1 Response to this RfQ is to be submitted by email on the following email address:
Procurement.pg@projectgreen.mt
- 1.2 All submissions will be dealt with in strictest confidence.
- 1.3 Participation Fee is Free.

Note: The Contracting Authority shall reserve the right to accept or reject offers exceeding €5,000 exclusive of VAT.

Section 2: General Information

2.1 Purpose

The purpose of this RfQ is **the supply and delivery of one ergonomic office chair.**

2.2 Scope and Terms & Conditions

The Chair shall be delivered to Project Green, Avenue 77 Birkirkara. The chair is to be supplied in accordance with the technical specifications forming part of this RFQ.

The Contractor shall be subject to a penalty for delay of €50 per day inclusive of Saturdays, Sundays and Public Holidays for any delays over the period of performance stated above. The Contracting Authority reserves the right to terminate the contract without notice when the penalties reach a value amounting to 30% of the contract price.

2.3 Specifications

- 2.3.1 The ergonomic chair must be suitable for daily office use with a **minimum certified user weight capacity of 150 kg** and compliant to equivalent standard.
- 2.3.2 The chair needs to have as a minimum adjustable seat height and armrests, provide lumbar support, reclining backrest with tilt lock and breathable fabric or mesh upholstery.
- 2.3.3 Suppliers to provide documentation verifying load testing or compliance to equivalent standards.
- 2.3.4 Preferred colour: Black
- 2.3.5 Chair must either be delivered assembled or is assembled at Avenue 77 by the supplier.

2.4 Execution Period

- 2.4.1 The time-limit for the execution of the contract shall be **four (4) weeks** from the date of the Purchase Order.

Section 3 Financial Offer

3.1 Financial Offer

The Economic Operator shall fill-in and submit their offer by filling the Form marked as '[Financial Bid Form](#)'. The Contracting Authority reserves the right to disqualify bidders who fail to submit or provide all the requested information requested in the '[Financial Bid Form](#)'.

Economic Operators 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.

3.2 Criteria for Award

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

The Contracting Authority reserves the right to accept or reject financial offers exceeding the estimated procurement value based on the current market rates.

The Contracting Authority reserves the right to disqualify offers received late even though they might be technically and financially compliant (please refer to the cover page of this RfQ for the respective deadlines).

Furthermore, the Contracting Authority reserves the right to refuse or cancel this RfQ, in part or in full, at its discretion without any obligation.

3.3 Clarification meeting / Site-visit

- 3.3.1 No Clarification meeting/site visit will be held.

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