



Head Office, Hal Far,
BBG 3000, Malta
Tel: 22201100
E-mail: tenders.etc@gov.mt

REQUEST FOR QUOTATIONS

SUBJECT: THE PROVISION OF SECURITY SERVICES

QUOTATION NUMBER: ETC/CS/Q/04/16

Participation Fee - Free of Charge

Date Published: 22-01-2016

**Closing Date: 02-02-2016,
by not later than 10:00am**

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Provision of Security Guards services

The Employment and Training Corporation was established in 1990 by means of the Employment and Training Services Act and currently falls under the portfolio of the Ministry for Education and Employment.

The principal functions of the Corporation are to provide and develop a national public employment service and provide training courses that promote employability within the local labour market. These functions are enshrined in the Corporation's mission statement:

"To provide and ensure equitable access to training programmes and employment opportunities and to contribute towards the social and economic development of the community."

The Corporation's Head Office is at Hal Far. Services to the public are also provided from our branch in Gozo and our regional job centres including but not limited to Valletta, Mosta, Vittoriosa, Qawra, B'Kara, Msida and Victoria (Gozo) and through area offices of the Department of Social Services. The aforementioned premises are subject to change and/or additional premises included in the service agreement as per need of the Corporation.

Section 1 - Provision of Security Guards Services

The Corporation is seeking quotations for the provision of the above-mentioned service.

The Corporation is seeking the services of Licensed Security Guard services over a period of twelve (12) calendar months, to be utilised according to the Corporation's exigencies, as, when and where required, according to the specifications listed below:

- a) This service is required for a minimum period of twelve (12) months on an 'if and when required' basis or until the value of €6,000 exclusive of VAT is achieved, whichever comes first.
- b) The Corporation reserves the right to extend the contract for further periods, up to a maximum of twelve (12) months, in periods of three (3) months each, subject to the consent by both parties and in conformity with Public Procurement Regulations.
- c) The contract is to commence from date of the last signature of the contract by both parties.
- d) The service may be requested on any day or days during the week (Monday to Sunday and including Public and National holidays), covering mornings, afternoon and nights, as may be required.

- e) The service may be requested at the Corporation's Head Offices in Hal Far and/or at any other ETC office or branch (both present and future);
- f) The number of hours per month can vary from zero (0) to fifty (50). It is at the discretion of the Corporation to decide how many hours per month are required. The Corporation retains the right to increase the number of hours required in certain months.
- g) This is a fee based contract. The service will be charged on a rate per hour per security guard basis.
- h) The Contracting Authority usually requires either six (6) hour shifts or twelve (12) hour shifts.
- i) The Contractor shall nominate a minimum of **two (2)** licensed security guards who should:
 - i. be literate in Maltese and English, numerate and have basic IT skills
 - ii. be able to communicate effectively in both Maltese and English
 - iii. be in possession of a clean police conduct certificate
 - iv. be in possession of the relevant security guard training certificate.
- j) In order to avoid repetitive training and handover of duties, the nominated security guards shall be the ones to be made available upon request to carried out the security guard services requested;
- k) The main duties expected to be performed by the security guards shall be:
 - i. to provide security services at allocated points;
 - ii. to intervene as necessary to prevent or stop physical or verbal violence or theft;
 - iii. to prevent access into the Corporation's premises of persons whose identity has been clearly provided to them by the Corporation's Senior Management;
 - iv. to guide clients to the relevant Divisions/Departments;
 - v. where requested, service carried out outside office hours, include patrolling the buildings and surrounding areas to prevent theft and to report any abnormalities;
 - vi. Training shall be given to the nominated security guards of the successful contractor on all procedures and any other duty not mentioned above.
- l) The Corporation may request the services of two or more security guards at the same time, according to the exigencies of the Corporation.

Section 2 - Instructions to Bidders

1. Quotations are to be submitted in a sealed envelope and **submitted** EITHER by recorded delivery (official postal/courier service) OR hand delivered and deposited **in the appropriate Tender Box**, placed at the Corporation's Head Office in Ħal Far, Malta.

2. **The documents to be submitted are the following:**
 - a. Supplier's / Contractor's Details (**Form A**)
 - b. Declaration Form agreeing to the Terms and Conditions (**Form B**)
 - c. Contractor's Technical Capacity (**Form C**)
 - d. Financial Offer (**Form D**)

3. The envelope should be addressed to:

Tender Box (**ETC/CS/Q/04/16**)
Employment and Training Corporation
Head Office, Ħal Far BBĠ 3000

4. The Quotation reference number and the title of the quotation are to be clearly written on the envelope. **No other details are to be written on the envelope.**

5. The deadline for submission of the quotations is **Tuesday, 2nd February 2016** by not later than 10:00am.

6. The price offers should **only** be submitted by using the attached model financial offer template.

7. Bidders must quote all components of the price inclusive of taxes, customs and import duties and any discounts, **but exclusive of VAT**. VAT shall be paid in accordance with the applicable VAT Regulations. The prices offered should be **in Euro**.

8. The Contracting Authority reserves the right to eliminate a bid if the forms are not filled in properly. Failure to sign or mark everything in the technical sheet, will render the submitted offer as administratively non compliant. Failure to fill in properly the Financial Sheet in **Section D – Financial Offer** shall render the offer as administratively non compliant, thus disqualifying the offer.

9. There shall be no difference in the rate quoted for normal working days, Sundays and Public/National Holidays. Any additional hours worked, if required, shall be paid at the same rate of pay. As per Contracts' Circular N^o 04/2015, the Hourly Workers' Cost quoted in the offer for year 2016 shall **not be less than €8.22** per hour excluding VAT.

10. The Rate per Hour per security guard is to include any other expenses required to carry out the service being requested in this document including but not limited to equipment, all taxes and any other charges as applicable.
11. The Evaluation of the offers submitted shall be based on the requisites in (a) to (l) listed above in this quotation document. The Evaluation Committee reserves the right to request a copy of the documents requested, included the police conduct and the security guard training certificate.
12. A daily penalty of one hundred Euro (**€100**) shall be charged to the Contractor if he/she fails to satisfactorily provide the requested services as stipulated in the Quotation Document, and/or the services are found to be seriously lacking in quantity, quality or efficiency and/or the Contractor breaches any of the conditions stipulated in this Quotation Document/Contract. In such case, the CEO of the Employment and Training Corporation shall issue Notification Warning Letters or Default Notices, notifying the Contractor of his/her breach of contract, requesting immediate remedial action by the Contractor, who shall remedy the situation within three (3) working days from date of the received notification, or else, as may be otherwise required by the Employment and Training Corporation. Moreover, the CEO reserves the right to engage other contractors and any extra expenses incurred, shall be borne by the Contractor.

The daily penalty shall be applied for a period of not more than fifteen (15) days during which the Contracting Authority reserves the right to terminate the contract. The maximum aggregate amount for such compensation shall not exceed one thousand, five hundred Euro (**Euro 1,500**).

If the contractor still fails to remedy within these fifteen (15) days, the Corporation reserves the right to terminate the contract and award the contract (the remaining duration of the contract) to other bidders competing in the same tender.

The Contracting Authority reserves the right to stop any payment/s from taking place if the Contractor is in breach of any conditions of the contract. Any penalties incurred by the Contractor shall be deducted from these bills.

13. The Corporation reserves the right to interview the nominated security guards proposed by the bidders prior to the awarding of the contract.
14. Quotations must remain valid for a period of (90) ninety days after the deadline for submission of quotations indicated in the contract notice. Any bidder who quotes a shorter validity period will be rejected.
15. Any soliciting directly or indirectly will disqualify the bidder immediately.

The sole award criteria shall be the cheapest rate offered amongst the compliant bidders, as stipulated in the Public Procurement Regulations (LN 296 of 2010).

16. Any Clarifications shall be uploaded online and will be available to view/download from www.etc.gov.mt (under the subheadings 'Resources' and 'Tenders and Quotations'). Any clarifications are to be made in writing, by sending an email on tenders.etc@gov.mt by not later than Wednesday 27th January 2016, end of business day.
17. Only quotations submitted in this format will be considered.
18. The Corporation reserves the right to accept, refuse or cancel this call for quotations, in part or in full, any or all the quotations, without giving reasons to do so.

A. Suppliers/Contractor's details

Company's Name:	
Contact Person's Name and Surname:	
Designation:	
Company's Address:	
Telephone Number:	
Mobile Number:	
E-mail address:	
VAT Registration No. (<i>if applicable</i>)	

B. Declaration agreeing to the Terms and Conditions.

It is hereby being declared that the Terms and Conditions listed in the Quotation document are being adhered to and the services being requested shall be as per details set out in this call for quotations.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that – apart from the penalty provisions, and otherwise, stipulated in the contract - the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Signature

I.D. No.

Name of bidder/contractor

Date

C. Technical Specifications to be filled in by the bidder

Please ensure to circle either 'YES' or 'NO'. <i>Do <u>not</u> circle both.</i>	
The Contractor confirms that:	Please circle as applicable:
All nominated Security Personnel are adequately licensed to perform security services in the Maltese Islands	YES / NO
All nominated Security Personnel are literate, numerate and have basic IT skills	YES / NO
All nominated Security Personnel are able to communicate effectively in both the Maltese and English language	YES / NO
All nominated Security Personnel are in possession of a clean police conduct certificate	YES / NO

I _____ the undersigned, confirm that the service being offered satisfies the technical specifications listed above.

Signature

Date:

D. Financial Offer

Employment and Training Corporation - Head Office, Hal Far.

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 Quotation Title: Provision of Security Services.

ITEM	DESCRIPTION OF SERVICE	RATE PER HOUR, PER SECURITY GUARD <i>(EXCLUSIVE OF VAT, BUT INCLUDING ALL TAXES AND ANY OTHER CHARGES AS APPLICABLE)</i> EURO €
1	<u>RATE PER HOUR</u> <u>(FROM MONDAY TO SATURDAY, INCLUDING</u> <u>SUNDAYS AND PUBLIC/NATIONAL</u> <u>HOLIDAYS)</u>	

Notes:

1. Prices are to be quoted up to two decimal places.
2. The Hourly Workers' Cost quoted above shall **not be less than €8.22** per hour excluding VAT.
3. Bidders are reminded that the rates quoted (which are to include Sundays and Public/National Holidays) should reflect the proportionality afforded by the relevant employment legislation regarding work carried out on Sundays and Public Holidays.
4. Do not alter the Financial Offer in any way. Failure to comply with this clause shall render the offer null.
5. Should bidders require to submit any additional information, kindly annex the information to the Financial Offer or list the information on a separate page.
6. Only **one** rate per hour shall be quoted (that is, the rate shall be the same for weekdays, Sundays and Public/National Holidays).
7. Failure to fill in correctly the financial sheet shall lead to the disqualification of the offer.
8. **The Evaluation will be based on the Rate per Hour per Security Guard submitted in the Financial form above.**

Company's Rubber Stamp:

Signature:

Name and Surname of Bidder: