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## **REQUEST FOR QUOTATIONS**

**SUBJECT: The Provision of Medical Services within the Inclusive Employment Services  
Division**

**QUOTATION NUMBER: ETC/IES/Q/33/15**

Participation Fee - Free of Charge

**Date Published: 18-09-2015  
Closing Date: 25-09-2015  
By not later than 10.00am**

## **QUOTATION NO: ETC/IES/Q/33/15**

### **The Provision of Medical Services within the Inclusive Employment Services Division**

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 regional job centres in Valletta, Mosta, Vittoriosa, Qawra, B'Kara and Victoria (Gozo); outposts in Pembroke and Mtarfa; and through area offices of the Department of Social Services.

### **The Provision of Medical Services within the Inclusive Employment Services Division**

The Corporation is seeking quotations for the provision of the above-mentioned service. The Corporation requires Medical Services for the Inclusive Employment Services Division.

The medical services are required for a period of three (3) calendar months which can be extended further, up to a maximum of two (2) months or until the threshold of €6,000 (excl. VAT) is achieved, whichever comes first.

#### **1. Duties of the Key Expert:**

a) The Key Expert is to conduct medical assessments on ETC Clients to certify their eligibility in order to be enlisted in the ETC Register for Disabled Persons as per LN 156/95. The role of the Key Expert is to assess the employability of clients within the context of their disability. Persons with Disability could fall under the following categories;

- Intellectual disability
- Physical disability
- Visual Impairment
- Hearing Impairment
- Psychological/Psychiatric

The medical doctor will further categorise the above mentioned disabilities by using a disability coding system which will be provided by the Contracting Authority. Once the medical doctor confirms the entry of the client in the register, the client is assessed by an Occupational Therapist (OT).

- b) The Key Expert adheres to give feedback on assessments made to ETC Clients on the same day using the assessment sheets provided by the ETC Inclusive Employment Services Division.
- c) The Key Expert will give the feedback to the Executive/Unit Manager in charge of ETC Register for Disabled Persons within the Inclusive Employment Services Division.

2. A Key Expert 1 and Key Expert 2 shall be required and considered as the main service providers. Whereas, a Key Expert 3 and a Key Expert 4 shall be proposed by Key Experts 1 and 2 in order to render a service in cases of illness and/or absence of Key experts 1 and 2.

3. The Key Expert must have experience working with persons with disabilities.

4. The Key Expert must be fluent in both written and spoken, Maltese and English.

5. The Key Expert must hold a valid driving license and own means of transportation.

6. Medical assessments are to be conducted within the ETC premises in Malta and Gozo. It is at the discretion of the Corporation to decide where and when the medical assessments are to be conducted.

7. The number of hours per month can vary from zero (0) to twenty (20). It is at the discretion of the Corporation to decide how many medical assessments per month are required. The Corporation retains the right to increase/decrease the level of service as required. In either case, the medical service provider shall provide such service on a per hour payment basis.

8. The Key Expert accepts to use its own medical tools and equipment to provide the service.

9. The Service Provider/Key Expert will act only on instructions of ETC in relation to the processing of any Personal Data provided to the Service Provider by the Contracting Authority. The duty imposed in the latter shall also extend to any Personal Data which Key Expert may have access to as a result of the services that the Key Expert provides.

10. The Service Provider/Key Expert is to provide the Contracting Authority with the provenance of the guidance /referencing tools used when assessing the disability and employability of any prospective registrant prior to the commencement of the contract obligations.

## Instruction to Bidders

1. The documents to be submitted are the following:
  - i. Supplier's / Contractor's Details (Section A)
  - ii. Copies of CVs and relevant certificates
  - iii. Declaration agreeing to the Terms and Conditions (Section B)
  - iv. Financial Offer (Section C)
  
2. The envelope should be addressed to and submitted by hand:

Tender Box **(ETC/IES/Q/33/15)**  
Employment and Training Corporation  
Head Office  
Hal Far BBĠ 3000
  
3. 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.**
  
4. 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 Hal Far, Malta.
  
5. The deadline for submission of the quotations is **Friday 25<sup>th</sup> September 2015** by not later than **10:00am**.
  
6. Bidders are requested to provide the following documents together with the submitted offer:

**Key Expert 1 and 2 - Main Doctor**

  - I. Curriculum Vitae
  - II. Copy of Warrant
  - III. Copy of MD degree Certificate

**Key Expert 3 and 4 - Substitute Doctor**

  - I. Curriculum Vitae
  - II. Copy of Warrant
  - III. Copy of MD degree Certificate
  
7. Failure, on the part of the Service Provider, to meet the obligations and standards set throughout the quotation document may lead to the termination of this contract at any time during the execution of the contract.
  
8. The Contract Extension would be always subject to good practices, an efficient service by the service provider and subjected to clearances required by the Procurement Regulations in force at the time of the request for extension.

9. In the event that the Service Provider fails to inform the Corporation of any issues, which may potentially impact the provision of the services, and the Corporation suffers any loss or damages due to the negative impact on the provision of the services, the Service Provider shall reimburse the Corporation for the loss or damage incurred.
10. The Service Provider shall invoice the Corporation at the end of each month providing an itemised bill for the Services rendered during that month and the applicable Charges. The Contract Reference Number must be specified with every invoice.
11. The sole award criterion will be the price. The contract will be awarded to the cheapest priced offer satisfying the administrative and technical criteria (as per *LN 296 of 2010*).
12. Only quotations submitted in this format will be considered.
13. 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. Financial Offer

Employment and Training Corporation - Head Office, Hal Far.

Title: The Provision of Medical Services within the Inclusive Employment Services Division

Quotation No: ETC/IES/Q/33/15

		A
ITEM	DESCRIPTION	TOTAL PRICE PER HOUR <i>(EXCLUSIVE OF VAT, BUT INCLUDING THE PROVISION OF ALL NECESSARY EQUIPMENT; ALL TAXES AND ANY OTHER CHARGES AS APPLICABLE)</i> EURO
1	Medical Services	

Note<sup>1</sup>:

- a) Do not alter the Financial Offer in any way. Failure to comply with this clause shall render the offer null.
- b) Should bidders require to submit any additional information, kindly annex the information to the Financial Offer or list the information on a separate page.
- c) Price shall include all taxes and labour charges but excluding VAT.
- d) Prices are to be quoted up to two decimal points

**Company's Rubber Stamp:**

**Signature:**

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**Name and Surname of Bidder:**

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