



Employment & Training Corporation

Head office, Hal Far BBG 3000, Malta

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Website: <http://www.etc.gov.mt>

TENDER NUMBER: ETC/IES/T/03/16

THE PROVISION OF TRAINING SERVICES IN PRE-EMPLOYMENT SKILLS

Closing Date: 22 - 03 - 2016 at 10:00am CET

Date Published: 23 - 02 - 2016

IMPORTANT:

- No Bid Bond is requested for this tender
- Clarifications shall be uploaded and will be available to view/download from www.etc.gov.mt (under the subheadings 'Resources' and 'Tenders and Quotations')

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# VOLUME 1 SECTION 1 - INSTRUCTIONS TO TENDERERS

## A. GENERAL PART

### 1. General Instructions

- 1.1 In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent Clarifications issued by the Contracting Authority, whatever his own corresponding conditions may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document.

No account can be taken of any reservation in the tender as regards the tender document; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.

The Evaluation Committee shall, after having obtained approval by the Departmental Contracts Committee, request rectifications in respect of incomplete/non-submitted information pertinent to the documentation as outlined in sub-Clause 16.1(a), 16.1(b), 16.1(c), 16.1(d) and 16.1(e)(i) of these Instructions to Tenderers. Such rectification/s must be submitted within five (5) working days from notification, and will be subject to a non-refundable administrative penalty of €50: failure to comply shall result in the tender offer not being considered any further.

No rectification shall be allowed in respect of the documentation as outlined in sub-Clause 16.1(e) (ii) and 16.1(f) of these Instructions to Tenderers. Only clarifications on the submitted information in respect of the latter may be eventually requested.

- 1.2 This is a call for tenders for the provision of Training Services in Pre-employment Skills which include:

**Lot 1 - Training Services for Persons with Intellectual Disability** consisting of:

- **Independent Living Skills Course** aiming to assist trainees in developing skills needed to self-direct their own lives and to learn the skills necessary to live as independently as possible.
- **Social Skills Course** aiming to assist trainees in developing their awareness of how one should communicate with others and how to make communication more efficient and effective.
- **Employability Skills Course** aiming to assist trainees in developing the necessary skills needed for getting, retaining and being successful in a job.

**Lot 2 - Training Services for Persons with Mental Health Difficulties** consisting of:

- **Independent Living Skills Course** aiming to assist trainees in developing skills needed to self-direct their own lives and to learn the skills necessary to live as independently as possible.
- **Social Skills Course** aiming to assist trainees in developing their awareness of how one should communicate with others and how to make communication more efficient and effective.
- **Employability Skills Course** aiming to assist trainees in developing the necessary skills needed for getting, retaining and being successful in a job.

**Lot 3 - Training Services for Persons with Physical & Sensorial Disabilities** consisting of:

- **Independent Living Skills Course** aiming to assist trainees in developing skills needed to self-direct their own lives and to learn the skills necessary to live as independently as possible.
- **Social Skills Course** aiming to assist trainees in developing their awareness of how one should communicate with others and how to make communication more efficient and effective.

- **Employability Skills Course** aiming to assist trainees in developing the necessary skills needed for getting, retaining and being successful in a job.

**Lot 4 - Training Services for Vulnerable groups** consisting of:

- **Independent Living Skills Course** aiming to assist trainees in developing skills needed to self-direct their own lives and to learn the skills necessary to live as independently as possible.
- **Social Skills Course** aiming to assist trainees in developing their awareness of how one should communicate with others and how to make communication more efficient and effective.
- **Employability Skills Course** aiming to assist trainees in developing the necessary skills needed for getting, retaining and being successful in a job.

- 1.3 This is a fee-based contract.
- 1.4 The tenderer will bear all costs associated with the preparation and submission of the tender. The Contracting Authority will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure.
- 1.5 The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

**2. Timetable**

|                                                                                                                 | DATE           | TIME*   |
|-----------------------------------------------------------------------------------------------------------------|----------------|---------|
| Deadline for request for any additional information from the Contracting Authority                              | 11 - 03 - 2016 |         |
| Last date on which additional information are issued by the Contracting Authority                               | 16 - 03 - 2016 | -       |
| Deadline for submission of tenders / Tender Opening Session (unless otherwise modified in terms of Clause 11.3) | 22 - 03 - 2016 | 10:00am |

\* All times Central European Time (CET)/Central European Summer Time (CEST)  
 \*Delete as applicable

**3. Lots**

- 3.1 This tender is divided into lots. Tenderers may submit a tender for one lot only, several lots or all of the lots.
- 3.2 Each lot will form a separate contract and the quantities indicated for different lots will be indivisible. The tenderer must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances will tenders for part of the quantities required be taken into consideration.
- 3.3 Contracts will be awarded lot by lot, in accordance with the award criteria as in Article 32 of this tender document's Instructions to Tenderers.

**4. Financing**

- 4.1 The project is financed from local budget funds.
- 4.2 The beneficiary of the financing is the Employment and Training Corporation.

**5. Eligibility**

- 5.1 Participation in tendering is open on equal terms to all natural and legal persons of the

Member States of the European Union, the beneficiary country, any other country in accordance with Regulation 64 of the Public Procurement Regulations.

- 5.2 Natural persons, companies or undertakings who fall under any of the conditions set out in Regulation 50 of the Public Procurement Regulations, 2010 (Legal Notice 296 of 2010) may be excluded from participation in and the award of contracts. Tenderers or candidates who have been guilty of making false declarations will also incur financial penalties representing 10% of the total value of the contract being awarded.
- 5.3 Tenders submitted by companies forming a joint venture/consortium must also fulfil the following requirements:
- One partner must be appointed lead partner and that appointment confirmed by submission of powers of attorney signed by legally empowered signatories representing all the individual partners. The tender must include a preliminary agreement or letter of intent stating that all partners assume joint and several liability for the execution of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, all partners, individually and collectively.
  - All partners in the joint venture/consortium are bound to remain in the joint venture/consortium until the conclusion of the contracting procedure. The consortium/joint venture winning this contract must include the same partners for the whole performance period of the contract other than as may be permitted or required by law.
- 5.4 All materials, equipment and services to be supplied under the contract must originate in an eligible country. For these purposes, "origin" means the place where the materials and/or equipment are mined, grown, produced or manufactured and/or from which services are provided.

## 6. Selection Criteria

- 6.1 In order to be considered eligible for the award of the contract, tenderers must provide evidence that they meet or exceed certain minimum qualification criteria described hereunder.

**In the case of a joint venture, the joint venture as a whole must satisfy the minimum qualifications required below.**

- 6.1.1 No evidence of economic and financial standing is required.
- 6.1.2 Information about the tenderer's technical capacity.

*(An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for the execution of the contract, for example, by producing an undertaking by those entities to place the necessary resources at the disposal of the economic operator)*

This information must follow the forms in Volume 1, Section 4 of the tender documents and include:

(1) No sub-contracting is being allowed for this tender.

(2) The Key Experts required for the implementation of this contract are as follows:

## **Lot 1 - Training Services for Persons with Intellectual Disability**

### **Key Expert 1 - Training Coordinator**

A minimum of one (1) Training Co-ordinator to administer the contract and provide a professional service throughout the duration of the contract. The Training Coordinator must be fluent in the Maltese and English languages and must be computer literate and must be available during the Contracting Authority's office hours.

### **Key Experts 2-5 Trainers**

A minimum of four (4) Trainers are required plus their respective substitutes. The Trainer must be fluent in the Maltese and English languages and should be in possession of a University Diploma/Degree in one of the following subjects:

- Social Policy
- Social Work
- Youth and Community Studies
- Psychology
- Disability Studies
- Gender Studies
- Family Studies and Counseling
- And/Or have the expertise to deliver training courses in the respective sector, backed by a reference letter from past/present employer/s.

## **Lot 2 - Training Services for Persons with Mental Health Difficulties**

### **Key Expert 1 - Training Coordinator**

A minimum of one (1) Training Co-ordinator to administer the contract and provide a professional service throughout the duration of the contract. The Training Coordinator must be fluent in the Maltese and English languages and must be computer literate and must be available during the Contracting Authority's office hours.

### **Key Experts 2 - 5 Trainers**

A minimum of four (4) Trainers are required plus their respective substitutes. The Trainer must be fluent in the Maltese and English languages and should be in possession of a University Diploma/Degree in one of the following subjects:

- Social Policy
- Social Work
- Youth and Community Studies
- Psychology
- Disability Studies
- Gender Studies
- Family Studies and Counseling
- and/or have the expertise to deliver training courses in the respective sector, backed by a reference letter from past/present employer/s.

## **Lot 3 - Training Services for Persons with Physical and Sensorial Disabilities**

### **Key Expert 1 - Training Coordinator**

A minimum of one (1) Training Co-ordinator to administer the contract and provide a



professional service throughout the duration of the contract. The Training Coordinator must be fluent in the Maltese and English language and must be computer literate and must be available during the Contracting Authority's office hours.

#### Key Experts 2 - 3 Trainers

Minimum of two (2) Trainers are required plus their respective substitutes. The Trainer must be fluent in the Maltese and English languages and should be in possession of a University Diploma/Degree in one of the following subjects:

- Social Policy
- Social Work
- Youth and Community Studies
- Psychology
- Disability Studies
- Gender Studies
- Family Studies and Counseling and/or have the expertise to deliver training courses in the respective sector, backed by a reference letter from past/present employer/s.

#### Lot 4 - Training Services for Vulnerable Groups

##### Key Expert 1 - Training Coordinator

A minimum of one (1) Training Co-ordinator to administer the contract and provide a professional service throughout the duration of the contract. The Training Coordinator must be fluent in the Maltese and English language and must be computer literate and must be available during the Contracting Authority's office hours.

##### Key Experts 2- 4 Trainers

Minimum of three (3) Trainers are required plus one (1) substitute. The Trainer must be fluent in the Maltese and English languages and should be in possession of a University Diploma/Degree in one of the following subjects:

- Social Policy
- Social Work
- Youth and Community Studies
- Psychology
- Disability Studies
- Gender Studies
- Family Studies and Counseling
- and/or have the expertise to deliver training courses in the respective sector, backed by a reference letter from past/present employer/s.

Public employees may be recruited as experts as long as it is ascertained through the self-declaration as per Volume 1, Section 4, Form 6; that they do not fall in any of the provisions laid down in the Public Administration Act - Chapter 497 of the Laws of Malta (First Schedule Code of Ethics Article 5). This self-declaration is to be endorsed by all Key Experts (who are also Public Employees).<sup>(Note 2)</sup>

A C.V and a copy of the Reference letter (where applicable) are to be submitted for all the key experts listed below, for each Lot being applied for. In addition, bidders are requested to submit the Statement on Availability of Substitutes (Volume 1, Section 4, Form 5) as per Article 16.1 (d) (ii) of the Instructions to Tenderers.

## 7. Multiple Tenders

- 7.1 A tenderer may submit multiple tender offers.
- 7.2 A company may not tender for a given contract both individually and as a partner in a joint venture/consortium.
- 7.3 A company may not tender for a given contract both individually/partner in a joint venture/consortium, and at the same time be nominated as a sub-contractor by any another tenderer, or joint venture/consortium.
- 7.4 A company may act as a sub-contractor for any number of tenderers, and joint ventures/consortia, provided that it does not participate individually or as part of a joint venture/consortium, and that the nominations do not lead to a conflict of interest, collusion, or improper practice.

## 8. Tender Expenses

- 8.1 The tenderer will bear all costs associated with the preparation and submission of the tender.
- 8.2 The Contracting Authority will neither be responsible for, nor cover, any expenses or losses incurred by the tenderer through site visits and inspections or any other aspect of his tender.

## 9. Site Inspection

- 9.1 No clarification meeting/site visit is planned.

## B. TENDER DOCUMENTS

### 10. Content of Tender Document

- 10.1 The set of tender documents comprises the following documents and should be read in conjunction with any clarification notes issued in accordance with Clause 24:
- Volume 1 Instructions to Tenderers
- Volume 2
- Draft Contract
  - General Conditions (available online from) <http://contracts.gov.mt/en/Tenders/Pages/Tenders.aspx>
  - Special Conditions
- Volume 3 Terms of Reference
- Volume 4 Model Financial Bid
- 10.2 Tenderers bear sole liability for examining with appropriate care the tender documents, including those design documents available for inspection, and any clarification notes to the tender documents issued during the tendering period, and for obtaining reliable information with respect to conditions and obligations that may in any way affect the amount or nature of the tender or the execution of the works. In the event that the tenderer is successful, no claim for alteration of the tender amount will be entertained on the grounds of errors or omissions in the obligations of the tenderer described above.
- 10.3 The tenderer must provide all documents required by the provisions of the tender document. All such documents, without exception, must comply strictly with these conditions and provisions and contain no alterations made by the tenderer.

### 11. Explanations/Clarification Notes Concerning Tender Documents

- 11.1
- Tenderers may submit questions in writing to the Contracting Authority by sending an email to [tenders.etc@gov.mt](mailto:tenders.etc@gov.mt)

up to 11 calendar days before the deadline for submission of tenders. The Contracting Authority must reply to all tenderers' questions, and amend the tender documents by publishing clarification notes, up to at least 6 calendar days before the deadline for submission of tenders.

- 11.2 Questions and answers, and alterations to the tender document will be published as a clarification note on the website of the Employment and Training Corporation ([www.etc.gov.mt](http://www.etc.gov.mt) under the sub heading 'Resources' and 'Tenders & Quotations') Clarification notes will constitute an integral part of the tender documentation, and it is the responsibility of tenderers to visit this website and be aware of the latest information published online prior to submitting their Tender.
- 11.3 The Contracting Authority may, at its own discretion, as necessary and in accordance with Clause 24, extend the deadline for submission of tenders to give tenderers sufficient time to take clarification notes into account when preparing their tenders.

## **12. Labour Law**

- 12.1 Particular attention is drawn to the conditions concerning the employment of labour in Malta and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment of any class of employee.

## **13. Law**

- 13.1 By submitting their tenders, tenderers are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the tender and the resulting contract.

## **C. TENDER PREPARATION**

### **14. Language of Tenders**

- 14.1 The tender and all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English.
- 14.2 Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by an accurate translation into English. For the purposes of interpretation of the tender, the English language will prevail.

### **15. Presentation of Tenders**

- 15.1 Tenders must satisfy the following conditions:
- (a) All tenders must be submitted in one original, clearly marked "original", and one identical copy (including all documentation as in the original) signed in the same way as the original and clearly marked "copy".
  - (b) Both documents are to be separately sealed and placed in another sealed envelope/package so that the bid can be identified as one tender submission. Following the tender opening session, the copy shall be kept, unopened, at the Employment and Training Corporation, for verification purposes only should the need arise.
  - (c) All tenders must be received by date and time indicated in the timetable at Clause 2 and deposited in the tender box at the entrance of the Employment and training Corporation, Head office, Hal Far, BBG 3000, Malta.
  - (d) All package, as per (b) above, must bear only:
    - (i) the above address;
    - (ii) the reference of the invitation to tender concerned;

## 16. Content of Tender (Single-Envelope System)

16.1 The tender must comprise the following duly completed documents, inserted in a single, sealed envelope (unless their volume requires a separate submission):

- (a) No Bid Bond is being requested<sup>(Note 1)</sup>
- (b) *General/Administrative Information*<sup>(Note 2)</sup>
  - (i) Statement on Conditions of Employment (Volume 1, Section 4 - Form 1)
  - (ii) Minimum Hourly Workers' Costs (Volume 1, Section 4 - Form 2)

### *Selection Criteria*

- (c) *Financial and Economic Standing*<sup>(Note 2)</sup>
  - (i) *No Evidence of economic and financial standing is required*
- (d) *Technical Capacity*<sup>(Note 2)</sup>
  - (i) No sub-contracting is being allowed
  - (ii) Bidders are requested to fill and submit the following documents:
    - Key Experts Form (Volume 1, Section 4, Form 4) as per Article 6.1.2 of the Instructions to Tenderers.
    - Curriculum Vitae of every Key Expert being proposed for the execution of this contract as per template provided at Volume 1, Section 4, Form 3.
    - Reference letter/s from previous employers and/or NGO's for Key Experts who are not in possession of a Diploma/Degree but have the expertise in delivering training courses in the respective sector.
    - Statement on availability of Substitutes (Volume 1, Section 4, Form 5).
    - Declaration to be completed by each individual Key Expert/Personnel who is employed with the Public Administration (*where Applicable*) (Volume 1, Section 4, Form 6).

Public employees maybe recruited as experts as long as it is ascertained through the self-declaration a per Volume 1, Section 4, Form 6; that they do not fall in any of the provisions laid down in the Public Administration Act - Chapter 497 of the Laws of Malta (First Schedule Code of Ethics Article 5). This self-declaration is to be endorsed by all Key Experts (who are also Public Employees).<sup>(Note 2)</sup>

- (e) *Evaluation Criteria/Technical Specifications*
  - (i) Signed Statement on Terms of Reference (Volume 3 - Form 1)<sup>(Note 3)</sup>
  - (ii) Tenderer's Technical Offer in response to Terms of Reference (Volume 3, Section 2)<sup>(Note 3)</sup>
    - Organization & Methodology
      - Rationale
      - Strategy
- (f) *Financial Offer/Bill of Quantities*<sup>(Note 3)</sup>
  - (i) The Tender Form in accordance with the form provided in Volume 1, Section 2; a separate Tender Form is to be submitted for each option tendered, each form clearly marked 'Option 1', 'Option 2' etc.;
  - (ii) A financial bid in the form provided in Volume 4.

**Notes to Clause 16.1:**

1. *Tenderers will be requested to clarify/rectify, within five working days from notification, the tender guarantee only in the following two circumstances: either incorrect validity date, and/or incorrect value.*
2. *Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five working days from notification.*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested*

Tenderers must indicate where the above documentation is to be found in their offer by using an index. All documentation is to be securely bound/filed.

Tenderers are NOT required NOR expected to submit, with their offer, any components of the tender document except those specifically mentioned in Clause 16.

## 17. Tender Prices

- 17.1 The tender price must cover the whole of the works as described in the tender documents.
- 17.2 The tenderer must provide a breakdown of the overall price in Euro (€). Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.
- 17.3 Tenderers must quote all components of the price **inclusive** of taxes, customs and import duties and any discounts **BUT** excluding VAT. VAT shall be paid in accordance with the applicable VAT Regulations.
- 17.4 Different options are to be clearly identifiable in the technical and financial submission; a separate Tender Form (as per Volume 1, Section 2) marked 'Option 1', 'Option 2' etc. for each individual option clearly outlining the price of the relative option is to be submitted.
- 17.5 If the tenderer offers a discount, the discount must be absorbed in the rates of the Bill of Quantities/Financial Statement.
- 17.7 The prices for the contract, must include all of the works to be provided. The prices quoted are fixed and not subject to revision or escalation in costs, except for revision of prices due to Cost of Living Adjustment (COLA) and any other increases determined by government in respect to its policies or otherwise provided for in the Special Conditions.

## 18. Currencies of Tender and Payments

- 18.1 The currency of the tender is the Euro (€). All sums in the breakdown of the overall price, in the questionnaire and in other documents must be expressed in Euro (€), with the possible exception of originals of bank and annual financial statements.
- 18.2 Payments will be made upon certification of services by the Contracting Authority, based on the invoice issued by the Contractor, in accordance with the timeframes, terms and conditions of the contract.
- 18.3 All correspondence relating to payments, including invoices and interim and final statements, must be submitted as outlined in the contract.

## 19. Period of Validity of Tenders

- 19.1 Tenders must remain valid for a period of 90 days after the deadline for submission of tenders indicated in the contract notice, the tender document or as modified in accordance with Clauses 11.3 and/or 24. Any tenderer who quotes a shorter validity period will be rejected.

- 19.2 The Head of Contracting Authority may consider to cancel the tender following consultations with the General Contracts Committee/Permanent Secretary;-in the event that the evaluation process has not been concluded by the end of the validity period of the submitted bids.
- 19.3 In exceptional circumstances the Contracting Authority may request that tenderers extend the validity of tenders, without extending the validity of the Tender Guarantee (Bid Bond), for two further periods of four (4) weeks each. Such requests and the responses to them must be made in writing. A tenderer may refuse to comply with such a request without forfeiting his tender guarantee (Bid Bond). However, his tender will no longer be considered for award. If the tenderer decides to accede to the extension, he may not modify his tender.
- 19.4 Following the further extension by eight (8) weeks, in accordance with Regulation 6(2)(c) of LN296/2010 the non conclusion of the evaluation process will automatically lead to the cancellation of the tender, provided that the Head of Contracting Authority shall consult the General Contracts Committee/Permanent Secretary.
- 19.5 The successful tenderer must maintain his tender for a further 60 days from the date of notification of award.

## **20. Tender Guarantee (Bid Bond)**

- 20.1 No tender guarantee (bid bond) is required.

## **21. Variant Solutions**

- 21.1 No variant solutions will be accepted. Tenderers must submit a tender in accordance with the requirements of the tender document.
- 21.2 The rates and prices inserted in the bill of quantities (if applicable) must tally with the conditions laid down in the tender documents.

## **22. Preparation and Signing of Tenders**

- 22.1 All tenders must be submitted in one original, clearly marked "original", and one identical copy (including all documentation as in the original) signed in the same way as the original and clearly marked "copy". Tenders must comprise the documents specified in Clause 16 above.

It is the responsibility of the tenderers to ensure that both the original and the copy are an identical representation of one another.

- 22.2 The tenderer's submission must be typed in, or handwritten in indelible ink. Any pages on which entries or corrections to his submission have been made must be initialled by the person or persons signing the tender. All pages must be numbered consecutively by hand, machine or in any other way acceptable to the Contracting Authority.
- 22.3 The tender must contain no changes or alterations, other than those made in accordance with instructions issued by the Contracting Authority (issued as clarification notes) or necessitated by errors on the part of the tenderer. In the latter case, corrections must be initialled by the person signing the tender.
- 22.4 The tender will be rejected if it contains any alteration, tampering, addition or deletion to the tender documents not specified in a clarification note issued by the Contracting Authority.

## **D. SUBMISSION OF TENDERS**

### **23. Sealing and Marking of Tenders**

- 23.1 The tenders must be submitted in English and deposited in the Corporation's tender box **before** the deadline specified in Clause 2 or as otherwise specified in accordance with Clause 11.1 and/or 24.1. They must be submitted:

EITHER by recorded delivery (official postal/courier service) or hand delivered to:

**Employment & Training Corporation**  
Head Office  
Hal Far BBG 300  
Malta

Tenders submitted by any other means will not be considered.

- 23.2 Tenderers must seal the original and the copy of their tender as outlined in Clause 15.
- 23.3 If the outer envelope is not sealed and marked as required in Sub clause 15.1, the Contracting Authority will assume no responsibility for the misplacement or premature opening of the tender.

## **24. Extension of Deadline for Submission of Tenders**

- 24.1 The Contracting Authority may, at its own discretion, extend the deadline for submission of tenders by issuing a clarification note in accordance with Clause 11. In such cases, all rights and obligations of the Contracting Authority and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

## **25. Late Tenders**

- 25.1 All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the Contracting Authority. The associated guarantees will be returned to the tenderers.
- 25.2 No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## **26. Alterations and Withdrawal of Tenders**

- 26.1 Tenderers may alter or withdraw their tenders by written notification prior to the above deadline. No tender may be altered after the deadline for submission.
- 26.2 Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in accordance with Clause 23, and the envelope must also be marked with "alteration" or "withdrawal".
- 26.3 The withdrawal of a tender in the period between the deadline for submission and the date of expiry of the validity of the tender will result in forfeiture of the tender guarantee provided for in Clause 20.

# **E. OPENING AND EVALUATION OF OFFERS**

## **27. Opening of Tenders**

- 27.1 Tenders will be opened in public session on the date and time indicated in the timetable at Clause 2 (or as otherwise specified in accordance with Clause 11.1 and/or 24.1) at the Employment and Training Corporation, Head Office, Hal Far, BBG 3000, Malta by the Evaluation Committee or its representatives. They will draw up a 'Summary of Tenders Received' which will be published on the notice board at the Employment and Training Corporation and shall also be available to view on the Corporation's website, [www.etc.gov.mt](http://www.etc.gov.mt) (under sub headings 'Resources' and 'Tenders and Quotations').

- 27.2 At the tender opening, the tenderers' names, the tender prices, variants, written notification of alterations and withdrawals, the presence of the requisite tender guarantee and any other information the Contracting Authority may consider appropriate will be published.
- 27.3 Envelopes marked "withdrawal" will be read out first and returned to the tenderer.
- 27.4 Reductions or alterations to tender prices made by tenderers after submission will not be taken into consideration during the analysis and evaluation of tenders.

## **28. Secrecy of the Procedure**

- 28.1 After the opening of the tenders, no information about the examination, clarification, evaluation or comparison of tenders or decisions about the contract award may be disclosed before the notification of award.
- 28.2 Information concerning checking, explanation, opinions and comparison of tenders and recommendations concerning the award of contract, may not be disclosed to tenderers or any other person not officially involved in the process unless otherwise permitted or required by law.
- 28.3 Any attempt by a tenderer to approach any member of the Evaluation Committee/Contracting Authority directly during the evaluation period will be considered legitimate grounds for disqualifying his tender.

## **29. Clarification of Tenders**

- 29.1 When checking and comparing tenders, the evaluation committee may, after obtaining approval from the Departmental Contracts Committee, ask a tenderer to clarify any aspect of his tender.
- 29.2 Such requests and the responses to them must be made by e-mail or fax. They may in no circumstances alter or try to change the price or content of the tender, except to correct arithmetical errors discovered by the evaluation committee when analysing tenders, in accordance with Clause 31.

## **30. Tender Evaluation Process**

- 30.1 The following should be read in conjunction with Clause 27.

### **30.2 Part 1: Administrative Compliance**

The Evaluation Committee will check the compliance of tenders with the instructions given in the tender document, and in particular the documentation submitted in respect of Clause 16.

The Evaluation Committee shall, after having obtained approval by the Departmental Contracts Committee, request rectifications in respect of incomplete/non-submitted information pertinent to the documentation as outlined in sub-Clause 16.1(a), 16.1(b), 16.1(c), 16.1(d) and 16.1(e)(i) of these Instructions to Tenderers. Such rectification/s must be submitted within five (5) working days from notification, and will be subject to a non-refundable administrative penalty of €50: failure to comply shall result in the tender offer not being considered any further. No rectification shall be allowed in respect of the documentation as outlined in sub-Clause 16.1(e)(ii), and 16.1(f) of these Instructions to Tenderers. Only clarifications on the submitted information in respect of the latter may be eventually requested.

### **30.3 Part 2: Eligibility and Selection Compliance**

Tenders which have been considered administratively compliant shall be evaluated for admissibility as outlined below:



*(i) Eligibility Criteria*

- Tender Form (Volume 1, Section 2)

*(ii) Selection Criteria*

- Evidence of technical capacity (sub-Clause 6.1.2)

**30.4 Part 3: Technical Compliance**

At this step of the evaluation process, the Evaluation Committee will analyse the administratively-compliant tenders' technical conformity in relation to the technical specifications (Volume 3, and the documentation requested by the Contracting Authority as per sub-Clause 16(e)), classifying them technically compliant or non-compliant.

Tenders who are deemed to be provisionally technically compliant through the evaluation of their technical offer (especially the specifications) shall be requested to submit samples and/or CVs and Declarations of Exclusivity and Availability (Volume 1 Section 4) so that the Evaluation Committee will corroborate the technical compliance of the offers received.

**30.5 Part 4. Financial Evaluation**

The financial offers for tenders which were not eliminated during the technical evaluation (i.e., those found to be technically compliant) will be evaluated.

The Evaluation Committee will check that the financial offers contain no arithmetical errors as outlined in Clause 31. The financial evaluation will have to identify the best financial offer.

**31. Correction of Arithmetical Errors**

- 31.1 Admissible tenders will be checked for arithmetical errors by the Evaluation Committee. Errors will be corrected as follows:
- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;
  - (b) where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will prevail.
- 31.2 The amount stated in the tender will be adjusted by the Evaluation Committee in the event of error, and the tenderer will be bound by that adjusted amount. In this regard, the Evaluation Committee shall seek the prior approval of the Departmental Contracts Committee to communicate the revised price to the tenderer. If the tenderer does not accept the adjustment, his tender will be rejected and his tender guarantee forfeited.
- 31.3 When analysing the tender, the evaluation committee will determine the final tender price after adjusting it on the basis of Clause 31.1.

## **F. CONTRACT AWARD**

### **32. Criteria for Award**

- 32.1 The sole award criterion will be the price. The contract will be awarded to the cheapest priced tender satisfying the administrative and technical criteria.

### **33. Right of the Central Government Authority to accept or reject any Tender**

- 33.1 The Contracting Authority reserves the right to accept or reject any tender and/or to cancel the whole tender procedure and reject all tenders. The Contracting Authority reserves the right to initiate a new invitation to tender.
- 33.2 In the event of a tender procedure's cancellation, tenderers will be notified by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.
- 33.3 Cancellation may occur where:
- (a) the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
  - (b) the economic or technical parameters of the project have been fundamentally altered;
  - (c) exceptional circumstances or force majeure render normal performance of the project impossible;
  - (d) all technically compliant tenders exceed the financial resources available;
  - (e) there have been irregularities in the procedure, in particular where these have prevented fair competition;
  - (f) the duration of the evaluation has exceeded the stipulated time limit in Article 19 of Instructions to Tenderers.

**In no circumstances will the Contracting Authority/Central Government Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the Contracting Authority/Central Government Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority/Central Government Authority to implement the programme or project announced.**

### **34. Notification of Award, Contract Clarifications**

- 34.1 Prior to the expiration of the period of validity of tenders, the Contracting Authority will notify the successful tenderer, in writing, that his tender has been recommended for award by the Department Contracts Committee, pending any appeal being lodged in terms of Part XIII of the Public Procurement Regulations (being reproduced in Volume 1, Section 6).
- 34.2 Unsuccessful bidders shall be notified with the outcome of the evaluation process, and will be provided the following information:
- (i) the criteria for award;
  - (ii) the name of the successful tenderer;
  - (iii) the recommended price of the successful bidder;
  - (iv) the reasons why the tenderer did not meet the technical specifications/notification that the offer was not the cheapest (if applicable);
  - (v) the deadline for filing a notice of objection (appeal);
  - (vi) the deposit required if lodging an appeal.
- 34.3 The recommendations of the Departmental Contracts Committee shall be published on the Notice Board of the Employment and Training Corporation, and published online on the Corporation's website, [www.etc.gov.mt](http://www.etc.gov.mt).

### **35. Contract Signing and Performance Guarantee**

- 35.1 After the lapse of the appeals period, and pending that no objections have been received and/or upheld, the successful tenderer may be invited to clarify certain contractual questions raised therein. Such clarification will be confined to issues that had no direct bearing on the choice of the successful tender. The outcome of any such clarifications will be set out in a Memorandum of Understanding, to be signed by both parties and incorporated into the contract.
- 35.2 Before the Contracting Authority signs the contract with the successful tenderer, the successful tenderer may be requested to provide the documentary proof or statements required to show that it does not fall into any of the exclusion situations listed in Tenderer's Declaration of the Tender Response Format. The above mentioned documents must be submitted by every member of a Joint Venture/Consortium (if applicable).
- 35.3 The Contractor shall, within 15 calendar days of receipt of the contract, sign and date the contract and return it together with a copy of the Performance Guarantee. The Contractor is further obliged to forward the original performance guarantee to the Contracting Authority. The Contracting Authority will not effect any payment to the contractor until the performance guarantee is submitted.
- 35.4 If the selected tenderer fails to sign and return the contract, other required documentation, and any guarantees required within the prescribed 15 calendar days, the Contracting Authority may consider the acceptance of the tender to be cancelled without prejudice to the Contracting Authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.
- The tenderer whose tender has been evaluated as second cheapest may be recommended for award, and so on and so forth.
- 35.5 Only the signed contract will constitute an official commitment on the part of Contracting Authority, and activities may not begin until the contract has been signed by the Contracting Authority and the successful tenderer.
- 35.6 Tender guarantees (bid bonds) provided by tenderers who have not been selected shall be released within 30 calendar days from the signing of the contract. The tender guarantee of the successful tenderer shall be released on the signing of the contract, and on submission of a valid performance guarantee.
- 35.7 The performance guarantee referred to in the General Conditions is set at 4% of the amount of the contract and must be presented in the form specified in Volume 2, Section 4, to the tender document the performance guarantee shall be released within 30 days of the signing of the Final Statement of Account (Final Bill), unless the Special Conditions provide otherwise.

### **36. Commencement of Services**

- 36.1 Following the signing of the contract by both parties, the Project Manager will issue a written notice of commencement of the services in accordance with the General Conditions, as specified by the Special Conditions.
- 36.2 The Contractor must inform the Contracting Authority's representative by return that he has received the notice.

## **G. MISCELLANEOUS**

### **37. Ethics Clauses**

- 37.1 Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his candidacy or tender and may result in administrative penalties.
- 37.2 Without the Contracting Authority's prior written authorisation, the Contractor and his staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or sub-contracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.
- 37.3 When putting forward a candidacy or tender, the candidate or tenderer must declare that he is affected by no potential conflict of interest, and that he has no particular link with other tenderers or parties involved in the project.
- 37.4 The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of his profession. He must refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.
- 37.5 For the duration of the contract, the Contractor and his staff must respect human rights and undertake not to offend the political, cultural and religious morals of Malta.
- 37.6 The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.
- 37.7 The Contractor and his staff are obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor are confidential.
- 37.8 The contract governs the Parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.
- 37.9 The Contractor shall refrain from any relationship likely to compromise his independence or that of his staff. If the Contractor ceases to be independent, the Contracting Authority may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.
- 37.10 The tender(s) concerned will be rejected or the contract terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

### **38. Data Protection and Freedom of Information**

- 38.1 Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the Central Government Authority/Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.
- 38.2 The provisions of this contract are without prejudice to the obligations of the Central

Government Authority in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). The Contracting Authority, prior to disclosure of any information to a third party in relation to any provisions of this contract which have not yet been made public, shall consult the contractor in accordance with the provisions of the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the Contracting Authority in terms of the Act.

### **39. Gender Equality**

- 39.1 In carrying out his/her obligations in pursuance of this contract, the tenderer shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. Tenderers are to ensure that these principles are manifest in the organigram of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

## VOLUME 1 SECTION 2 - TENDER FORM

(A separate, distinct Tender Form must be submitted for EACH OPTION - if applicable - submitted)

Tender Number: ETC/IES/T/03/16  
 Name of Tender: The Provision of Training Services in Pre-Employment Skills

|                                               |                                                                   |                                                   |  |
|-----------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------|--|
| <b>A. TENDER SUBMITTED BY:</b>                | <i>(This will be included in the Summary of Tenders Received)</i> |                                                   |  |
| <b>In case of a Joint Venture/Consortium:</b> | <b>Nationality</b>                                                | <b>Proportion of Responsibilities<sup>2</sup></b> |  |
| <b>Name(s) of Leader/Partner(s)</b>           |                                                                   |                                                   |  |
| Leader <sup>1</sup>                           |                                                                   |                                                   |  |
| Partner <sup>1</sup>                          |                                                                   |                                                   |  |
| Etc ...                                       |                                                                   |                                                   |  |

1. Add/delete additional lines for partners as appropriate. Note that a sub-contractor is not considered to be a partner for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted)

2. Proposed proportion of responsibilities between partners (in %) with indication of the type of the works to be performed by each partner (the company acting as the lead partner in a joint venture/consortium, they must have the ability to carry out at least 50% of the contract works by its own means. If a company is another partner in a joint venture/consortium (i.e. not the lead partner) it must have the ability to carry out at least 10% of the contract works by its own means).

### B CONTACT PERSON (for this tender)

|                  |              |                |              |
|------------------|--------------|----------------|--------------|
| <b>Name</b>      |              | <b>Surname</b> |              |
| <b>Telephone</b> | (____) _____ | <b>Fax</b>     | (____) _____ |
| <b>Address</b>   | .....        |                |              |
| <b>E-mail</b>    |              |                |              |

### C TENDERER'S DECLARATION(S)

To be completed and signed by the tenderer (including each partner in a consortium).

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this tender document (including subsequent Clarifications Notes issued by the Contracting Authority) for invitation to tender No ETC/IES/T/03/16. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our tender offer not being considered any further.

- 2 We offer to provide, in accordance with the terms of the tender document and the conditions and time limits laid down, without reserve or restriction, the following services:
- Lot No 1: Training Services for Persons with Intellectual Disability
- Lot No 2: Training Services for Persons with Mental Health Difficulties
- Lot No 3: Training Services for Persons with Physical and Sensorial Difficulties
- Lot No 4: Training Services for Vulnerable Groups
- 3 The total price of our tender (inclusive of duties, other taxes and any discounts **But** exclusive of VAT) is:
- Lot No 1: [.....]
- Lot No 2: [.....]
- Lot No 3: [.....]
- Lot No 4: [.....]
- 4 This tender is valid for a period of 150 days from the final date for submission of tenders.
- 5 If our tender is accepted, we undertake to provide a performance guarantee of 10% of the contract value as required by the General Conditions.
- 6 We are making this application in our own right and **[as partner in the consortium led by < name of the leader / ourselves > ]** for this tender. We confirm that we are not tendering for the same contract in any other form. **[We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance].** We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure.
- 7 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 8 We accept that we shall be excluded from participation in the award of this tender if compliance certificates in respect of declarations made under Clause 7 of this declaration are not submitted by the indicated dates.
- 9 We agree to abide by the ethics clauses of the instructions to tenderers and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other tender in this procedure. We recognise that our tender may be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our tender.
- 10 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
- 11 Our tender submission has been made in conformity with the Instructions to Tenderers, and in this respect we confirm having included in the appropriate packages as required, the following documentation:

- (a) **Tender Guarantee** <sup>(Note 1)</sup>  
No Bid Bond is being requested
- (b) **General Information** <sup>(Note 2)</sup>
- Statement on Conditions of Employment (Volume 1, Section 4 - Form 1)
  - Minimum Hourly Workers' Cost (Volume 1, Section 4 - Form 2)

**Selection Criteria** <sup>(Note 2)</sup>

- (c) **Financial and Economic Standing** <sup>(Note 2)</sup>
- No Financial and Economic Standing is being requested
- (d) **Technical Capacity** <sup>(Note 2)</sup>

(i) No sub-contracting is being allowed

(iii) Bidders are requested to fill and submit the following documents:

- Key Experts Form (Volume 1, Section 4, Form 4) as per Article 6.1.2 of the Instructions to Tenderers.
- Curriculum Vitae of every Key Expert being proposed for the execution of this contract as per template provided at Volume 1, Section 4, Form 3.
- Reference letter/s from previous employers and/or NGO's for Key Experts who are not in possession of a Diploma/Degree but have the expertise in delivering training courses in the respective sector.
- Statement on availability of Substitutes (Volume 1, Section 4, Form 5).
- Declaration to be completed by each individual Key Expert/Personnel who is employed with the Public Administration (*where Applicable*) (Volume 1, Section 4, Form 6).

Public employees maybe recruited as experts as long as it is ascertained through the self-declaration a per Volume 1, Section 4, Form 6; that they do not fall in any of the provisions laid down in the Public Administration Act - Chapter 497 of the Laws of Malta (First Schedule Code of Ethics Article 5). This self-declaration is to be endorsed by all Key Experts (who are also Public Employees). <sup>(Note 2)</sup>

(e) **Evaluation Criteria/Technical Specifications**

(i) Signed Statement on Terms of Reference (Volume 3 - Form 1) <sup>(Note 3)</sup>

(iii) Tenderer's Technical Offer in response to Terms of Reference (Volume 3, Section 2) <sup>(Note 3)</sup>

(f) **Tender Form, and Financial Offer** <sup>(Note 3)</sup>

**Notes:**

*Tenderers will be requested to clarify/rectify, within five working days from notification, the tender guarantee only in the following two circumstances: either incorrect validity date, and/or incorrect value. This is indicated by the symbol ○*

*Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five working days from notification. This is indicated by the symbol ○*

*No rectification shall be allowed. Only clarifications on the submitted information may be requested. This is indicated by the symbol ●*



- 12 I acknowledge that the Central Government Authority and/or Contracting Authority shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation listed in Clause 11(a), 11(b), 11(c), 11(d) and 11(e) first bullet of this Tender Form. We understand that such rectification/s must be submitted within five (5) working days, and will be subject to a non-refundable administrative penalty of €50, and that failure to comply shall result in our offer not being considered any further.
- 13 We note that the Contracting Authority is not bound to proceed with this invitation to tender and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

Name and Surname: \_\_\_\_\_

I.D. / Passport Number: \_\_\_\_\_

Signature of tenderer: \_\_\_\_\_

Duly authorised to sign this  
tender on behalf of: \_\_\_\_\_

Company/Lead Partner VAT No:  
*(if applicable)* \_\_\_\_\_

Stamp of the firm/company: \_\_\_\_\_

Place and date: \_\_\_\_\_

## VOLUME 1 SECTION 4 - TENDERER'S STATEMENTS

### 1. Statement on Conditions of Employment (*Mandatory*)

1. It is hereby declared that all employees engaged on this contract shall enjoy working conditions including wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.
2. It is hereby declared that no part of the services to be provided under this contract shall be sub-contracted to an economic operator who has in his employment employees, who are already in employment with the bidding entity and are carrying out, with the sub-contractor, the same or very similar duties as those in their contract of employment with the bidding entity.
3. The sub-contractor/s agree to all the conditions listed in this statement.
4. It is hereby declared that the service being provided under this contract will be carried out solely by the bidding entity employees, or bona fide self-employed individuals. No work will be carried out by persons designated as self-employed where their actual employment status in terms of the Employment Status National Standard Order LN 44/2012 is that of an employee.
5. It is hereby declared that all the employees of the bidding entity, whether providing services to the contracting authority or not, have a written contract of service and are registered with the competent authority of my country, which in the case of Malta is the Employment and Training Corporation. If this tender is awarded to us, we shall furnish a list of employees who will be providing the services. Copies of the written contracts of service of the employees will be available at any time for inspection.
6. It is hereby declared that the bidding entity's employees shall be given a detailed payslip containing all relevant details including the amount paid, normal hours worked, overtime hours, hours worked on Sundays and Public Holidays, hours availed of as leave or sick leave, a breakdown of bonuses/allowances as well as deductions made (such as social security contributions and income tax).
7. It is hereby declared that all the wages/salaries of the bidding entity's employees are paid only by direct payment in the employee's bank account.
8. It is hereby declared that the relevant bank statements of wage/salaries' deposit and copies of the detailed payslips will be made available as and when required by the Director of Industrial and Employment Relations.
9. It is hereby declared that if the bidding entity is found in breach of any of the above declarations it is accepted that this contract will be terminated and that we will have no right to be compensated for any damage we may have suffered or will suffer in the future in respect to this termination.
10. *A list of the minimum hourly workers' costs* (fill in form below) involving the provision of the employees' services in this tender is being attached.

Signature .....

Name of Signatory .....

I.D. No. ....

Name of bidder/contractor .....

Date .....

## 2. MINIMUM HOURLY WORKERS' COSTS (*Mandatory*)

The tenderer is to fill in this form and attach it as indicated in the 'Eligibility' section in Article 16 of the Instructions to Tenderers.

The employee's cost per hour of work is worked out on the following:

|                                   |  |
|-----------------------------------|--|
| Basic Hourly Rate                 |  |
| Vacation Leave                    |  |
| Bonus/Weekly Allowance            |  |
| Public Holidays                   |  |
| Total Hourly Rate (Excluding VAT) |  |

Signature: .....  
(*the person or persons authorised to sign on behalf of the tenderer*)

Date: .....

### 3. CURRICULUM VITAE (Mandatory)

**Proposed role in the Contract:**

1. **Family name:**
2. **First names:**
3. **Date of birth:**
4. **Nationality:**
5. **Civil status:**
6. **Education:**

| Institution<br>[ Date from - Date to ] | Degree(s) or Diploma(s) obtained: |
|----------------------------------------|-----------------------------------|
|                                        |                                   |
|                                        |                                   |

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

| Language | Reading | Speaking | Writing |
|----------|---------|----------|---------|
|          |         |          |         |
|          |         |          |         |
|          |         |          |         |

8. **Membership of professional bodies:**
9. **Other skills:** (e.g. Computer literacy, etc.)
10. **Present position:**
11. **Years within the firm:**
12. **Key qualifications:** (Relevant to the Training services being requested)
13. **Specific experience in the Sector:**

| Country | Date from - Date to |
|---------|---------------------|
|         |                     |
|         |                     |

**14. Professional/Work experience**

| Date from - Date to | Location | Company | Position | Description |
|---------------------|----------|---------|----------|-------------|
|                     |          |         |          |             |
|                     |          |         |          |             |
|                     |          |         |          |             |
|                     |          |         |          |             |

**15. Other relevant information**

## 4. Key Experts Form (Mandatory)

### Lot 1- Training Services for Persons with Intellectual Disability

The Evaluation Committee reserves the right to request the tenderers to substantiate their claims in respect to the staff proposed by requesting CVs of Key Experts during the evaluation stage.

#### Key Expert 1 - Training Coordinator

| Name & Surname | I.D. Card No. | Computer Literate | Kindly rate your fluency in Maltese as per following description: A = Basic User; B = Independent User or C = Proficient User |         |         | Kindly rate your fluency in English as per following description: A = Basic User; B = Independent User or C = Proficient User |         |         |
|----------------|---------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------|---------|---------|-------------------------------------------------------------------------------------------------------------------------------|---------|---------|
|                |               | (YES/NO)          | Understanding                                                                                                                 | Reading | Writing | Understanding                                                                                                                 | Reading | Writing |
|                |               |                   |                                                                                                                               |         |         |                                                                                                                               |         |         |

Key Expert will be deemed as eligible if he/she is at least a Basic User in understanding, reading and writing of the Maltese and English Language.

#### Key Expert 2 - 5 Trainers

| Name & Surname | I.D. No. | Kindly rate your fluency in Maltese as per following description:<br><i>A = Basic User; B = Independent User or C = Proficient User</i> |         |         | Kindly rate your fluency in English as per following description:<br><i>A = Basic User; B = Independent User or C = Proficient User</i> |         |         | University Diploma/Degree (Kindly specify Diploma/ Degree Title) | And /or | Experience in the Field (Kindly provided reference letter as per Article 16.1 of the Instruction to Tenderers) |
|----------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|---------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|---------|------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------|
|                |          | Understanding                                                                                                                           | Reading | Writing | Understanding                                                                                                                           | Reading | Writing |                                                                  |         |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |         |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |         |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |         |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |         |                                                                                                                |

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

## 4.Key Experts Form (Mandatory)

### Lot 2- Training Services for Persons with Mental Health Disability

The Evaluation Committee reserves the right to request the tenderers to substantiate their claims in respect to the staff proposed by requesting CVs of Key Experts during the evaluation stage.

#### Key Expert 1 - Training Coordinator

| Name & Surname | I.D. Card No. | Computer Literate | Kindly rate your fluency in Maltese as per following description: A = Basic User; B = Independent User or C = Proficient User |         |         | Kindly rate your fluency in English as per following description: A = Basic User; B = Independent User or C = Proficient User |         |         |
|----------------|---------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------|---------|---------|-------------------------------------------------------------------------------------------------------------------------------|---------|---------|
|                |               | (YES/NO)          | Understanding                                                                                                                 | Reading | Writing | Understanding                                                                                                                 | Reading | Writing |
|                |               |                   |                                                                                                                               |         |         |                                                                                                                               |         |         |

Key Expert will be deemed as eligible if he/she is at least a Basic User in understanding, reading and writing of the Maltese and English Language.

#### Key Expert 2 -5 Trainers

| Name & Surname | I.D. No. | Kindly rate your fluency in Maltese as per following description:<br><i>A = Basic User; B = Independent User or C = Proficient User</i> |         |         | Kindly rate your fluency in English as per following description:<br><i>A = Basic User; B = Independent User or C = Proficient User</i> |         |         | University Diploma/Degree (Kindly specify Diploma/ Degree Title | And /or | Experience in the Field (Kindly provided reference letter as per Article 16.1 of the Instruction to Tenderers) |
|----------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|---------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|---------|-----------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------|
|                |          | Understanding                                                                                                                           | Reading | Writing | Understanding                                                                                                                           | Reading | Writing |                                                                 |         |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                 |         |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                 |         |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                 |         |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                 |         |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                 |         |                                                                                                                |

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

#### 4. Key Experts Form (Mandatory)

##### Lot 3 - Training Services for Persons with Physical and Sensorial Disability

The Evaluation Committee reserves the right to request the tenderers to substantiate their claims in respect to the staff proposed by requesting CVs of Key Experts during the evaluation stage.

##### Key Expert 1 - Training Coordinator

| Name & Surname | I.D. Card No. | Computer Literate | Kindly rate your fluency in Maltese as per following description: A = Basic User; B = Independent User or C = Proficient User |         |         | Kindly rate your fluency in English as per following description: A = Basic User; B = Independent User or C = Proficient User |         |         |
|----------------|---------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------|---------|---------|-------------------------------------------------------------------------------------------------------------------------------|---------|---------|
|                |               | (YES/NO)          | Understanding                                                                                                                 | Reading | Writing | Understanding                                                                                                                 | Reading | Writing |
|                |               |                   |                                                                                                                               |         |         |                                                                                                                               |         |         |

Key Expert will be deemed as eligible if he/she is at least a Basic User in understanding, reading and writing of the Maltese and English Language.

##### Key Expert 2 - 3 Trainers

| Name & Surname | I.D. No. | Kindly rate your fluency in Maltese as per following description:<br><i>A = Basic User; B = Independent User or C = Proficient User</i> |         |         | Kindly rate your fluency in English as per following description:<br><i>A = Basic User; B = Independent User or C = Proficient User</i> |         |         | University Diploma/Degree (Kindly specify Diploma/ Degree Title) | And/or | Experience in the Field (Kindly provided reference letter as per Article 16.1 of the Instruction to Tenderers) |
|----------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|---------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|---------|------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------|
|                |          | Understanding                                                                                                                           | Reading | Writing | Understanding                                                                                                                           | Reading | Writing |                                                                  |        |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |        |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |        |                                                                                                                |

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



## 4. Key Experts Form (Mandatory)

### Lot 4 - Training Services for Vulnerable Groups

The Evaluation Committee reserves the right to request the tenderers to substantiate their claims in respect to the staff proposed by requesting CVs of Key Experts during the evaluation stage.

#### Key Expert 1 - Training Coordinator

| Name & Surname | I.D. Card No. | Computer Literate | Kindly rate your fluency in Maltese as per following description: A = Basic User; B = Independent User or C = Proficient User |         |         | Kindly rate your fluency in English as per following description: A = Basic User; B = Independent User or C = Proficient User |         |         |
|----------------|---------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------|---------|---------|-------------------------------------------------------------------------------------------------------------------------------|---------|---------|
|                |               | (YES/NO)          | Understanding                                                                                                                 | Reading | Writing | Understanding                                                                                                                 | Reading | Writing |
|                |               |                   |                                                                                                                               |         |         |                                                                                                                               |         |         |

Key Expert will be deemed as eligible if he/she is at least a Basic User in understanding, reading and writing of the Maltese and English Language.

#### Key Expert 2-4 - Trainers

| Name & Surname | I.D. No. | Kindly rate your fluency in Maltese as per following description:<br><i>A = Basic User; B = Independent User or C = Proficient User</i> |         |         | Kindly rate your fluency in English as per following description:<br><i>A = Basic User; B = Independent User or C = Proficient User</i> |         |         | University Diploma/Degree (Kindly specify Diploma/ Degree Title) | And/or | Experience in the Field (Kindly provided reference letter as per Article 16.1 of the Instruction to Tenderers) |
|----------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|---------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|---------|------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------|
|                |          | Understanding                                                                                                                           | Reading | Writing | Understanding                                                                                                                           | Reading | Writing |                                                                  |        |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |        |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |        |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |        |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |        |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |        |                                                                                                                |
|                |          |                                                                                                                                         |         |         |                                                                                                                                         |         |         |                                                                  |        |                                                                                                                |

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

**5. Statement on availability of Substitutes (Mandatory)**

**(to be signed by bidders submitting an offer for this tender)**

It is hereby being declared that the Contractor can provide a substitute trainer for every Key Expert being proposed, if and when required, by the Contracting Authority, as detailed in the Terms of Reference (Volume 3). A substitute has to be automatically provided when the main Trainer cannot conduct the training (for e.g. in case of a medical appointment, sick leave or other unforeseen circumstance).

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, stipulated in the contract - the contract may be terminated with immediate effect and that no claim for damages or compensation be raised by us.

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

Date: .....

**6. Declaration Form (Where applicable)**

**TO BE COMPLETED BY EACH INDIVIDUAL KEY EXPERT/PERSONNEL WHO IS EMPLOYED WITH THE PUBLIC ADMINISTRATION**

**PUBLICATION REF:** \_\_\_\_\_

I, the undersigned, hereby declare that I do not have any Conflict of Interest as defined in the Public Administration Act, Chapter 497 of the Laws of Malta - First Schedule, Code of Ethics, Article 5.

I also declare that, I am not engaged in another project or in a position which may give rise to a possible private or personal interest sufficient to influence or appear to influence the objective exercise of my duties as public employee.

By making this declaration, I understand that as a public employee I shall avoid any financial or other interest or undertaking, which could directly or indirectly compromise the performance of my duties as public employee.

I am fully aware that the onus to disclose any possible conflict of interest lies solely on me and I shall be responsible to disclose any foreseen conflict of interest to my seniors/head of organization within one week from when the need arises as well as inform the Contractor accordingly.

Furthermore, I confirm that I shall also abide by the provisions laid down in Article 37 - Ethics Clauses of the Instructions to Tenderers.

Name of Key Expert: .....

Signature: .....

Date: .....

# VOLUME 1 SECTION 5 – GLOSSARY

## Definitions

*Note: the present definitions are given here for convenience only, in the context of the tender procedure. The definitions set out in the contract as concluded are determining for the relations between the parties to the contract.*

**Administrative order:** Any written or oral instruction or order issued by the Project Manager to the Contractor regarding the execution of the services.

**Beneficiary Country:** The Maltese Islands.

**Breakdown of the overall price:** A heading-by-heading list of the rates and costs making up the price for a lump-sum contract.

**Budget Breakdown:** In a fee-based contract, the schedule which breaks down the contract value, stating out the fee rates and the provision for incidental expenses.

**Cash Flow Forecast:** The Contractor's estimate of the cash flows arising directly from the execution of a fee-based contract.

**Central Government Authority:** means the Department of Contracts.

**Commission:** The European Commission.

**Conflict of interest:** Any event influencing the capacity of a candidate, tenderer or supplier to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interests of the Central Government Authority and the Contracting Authority. Any consideration relating to possible contracts in the future or conflict with other commitments, past or present, of a candidate, tenderer or supplier, or any conflict with his own interests. These restrictions also apply to sub-contractors and employees of the candidate, tenderer or supplier.

**Contract:** The signed agreement entered into by the parties for the performance of the services, including all attachments thereto and all documents incorporated therein.

**Contract Value:** The total value of the contract to be paid by the Contracting Authority in terms of the agreed terms and conditions.

**Contracting Authority:** means the final beneficiary of the contract.

**Contractor:** The party which contracts to perform the services.

**Course Code:** The number provided by the Contracting Authority to identify a specific Course Instance.

**Course Instance:** Each unique occasion the same course is held.

**Day:** Calendar day.

**Drawings:** Drawings provided by the Contracting Authority, and/or drawings provided by the Contractor and approved by the Project Manager, for the carrying out of the services.

**EC:** The European Community.

**EU:** The European Union.

**Evaluation Committee:** a committee made up of an odd number of voting members (at least three) appointed by the Contracting Authority and possessing the technical, linguistic and administrative capacities necessary to give an informed opinion on tenders.

**Fee-Based Contract:** A contract under which the services are provided on the basis of fixed fee rates for each day/hour worked by experts/service provider.

**Final Beneficiary:** The Department/Entity or other government body on whose behalf the Department of Contracts has issued this tender.

**Foreign currency:** Any currency permissible under the applicable provisions and regulations other than the Euro, which has been indicated in the tender.

**General conditions:** The general contractual provisions setting out the administrative, financial, legal and technical clauses governing the execution of contracts.

**General damages:** The sum not stated beforehand in the contract, which is awarded by a court or an arbitration tribunal, or agreed between the parties, as compensation payable to an injured party for a breach of the contract by the other party.

**Global Price Contract:** A contract under which the services are performed for an all-inclusive fixed price.

**In writing:** This includes any hand-written, typed or printed communication, including fax transmissions and electronic mail (e-mail).

**Key experts:** Any person involved in the preparation of the tender or the execution of the activities under this contract, including trainer/s.

**Liquidated damages:** The sum stated in the contract as compensation payable by the Contractor to the Contracting Authority for failure to complete the contract or part thereof within the periods under the contract, or as payable by either party to the other for any specific breach identified in the contract.

**Modification:** An instruction given by the Project Manager which modifies the works.

**Month:** Calendar month.

**National currency:** The currency of the country of the Contracting Authority.

**Opening hours:** Winter (October till June): Monday - Friday day: 07:30hrs - 16:30hrs and Summer (July till September) 07:30hrs - 13:30hrs.

**Organisation:** Registered companies, registered cooperatives, registered partnerships, registered consortiums and or registered traders.

**Period:** A period begins the day after the act or event chosen as its starting point. Where the last day of a period is not a working day, the period expires at the end of the next working day.

**Plant:** appliances and other machinery, and, where applicable under the law and/or practice of the state of the Contracting Authority, the temporary structures on the site required to carry out the works but excluding equipment or other items required to form part of the permanent works.

**Project:** The project in relation to which the services are to be provided under the contract.

**Project Manager:** The natural or legal person responsible for monitoring the implementation of the contract on behalf of the Contracting Authority.

**Public Service:** Government Ministries and Departments.

**Services:** Activities to be performed by the Contractor under the contract such as technical assistance, studies, training and designs.

**Special conditions:** The special conditions laid down by the Contracting Authority as an integral part of the tender document, amplifying and supplementing the general conditions, clauses specific to the contract and the terms of reference.

**Tender document/s:** The dossier compiled by the Contracting Authority and containing all the documents needed to prepare and submit a tender.

**Tender price:** The sum stated by the tenderer in his tender for carrying out the contract.

**Terms of Reference:** The document in Volume 3, Section 1, drawn up by the Contracting Authority giving the definition of its requirements and/or the objectives in respect of the provision of services, specifying, where relevant, the methods and resources to be used by the Contractor and/or the results to be achieved by it.

**Time Limits:** Those periods in the contract which shall begin to run from the day following the act or event which serves as the starting point for those periods. Should the last day of the period fall upon a non-working day, the period shall expire at the end of the first working day following the last day of the period.

**Trainees:** Persons referred by the Contracting Authority to the Contractor for training.

**Trainer/s:** Persons employed or contracted by the Contractor to deliver the training being provided under this contract.

**Training Handouts:** Notes, exercise papers, booklets, visual aids and any other documents provided by the Contractor to the trainees to assist in achieving the learning outcomes.

**Training Facilities:** Refers to all the other amenities required at law for the provision of any training by an organisation.

**Training Material:** Any consumable materials, such as wood or iron, that is used for practical training sessions.

**Written communications:** Certificates, notices, orders and instructions issued in writing under the contract.

## VOLUME 1 SECTION 6 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

### Part II - Rules governing public contracts whose value does not exceed one hundred and twenty thousand euro (€120,000)

The procedure for the submission of appeals in the tender offer is stipulated in Part II of the Public Procurement Regulations (Legal Notice 296/2010), reproduced hereunder for ease of reference.

- 21(1) Where the estimated value of the public contract exceeds twelve thousand euro (€12,000) and is issued by an authority listed in Schedule 1, any tenderer or candidate concerned shall have a right to make a complaint to the Review Board in accordance with this regulation.
- (2) (a) The contracting authority shall be obliged to issue a notice and affix an advertisement, in a prominent place at its premises, indicating the awarded public contract, the financial aspect of the award and the name of the successful tenderer. The contracting authority shall, by electronic means or by fax, inform the tenderer or candidate concerned of the publication of the award. The contracting authority shall be precluded from concluding the contract during the period allowed for the submission of appeals.  
(b) The award process shall be completely suspended if an appeal is eventually submitted.
- (3) Any tenderer or candidate concerned who is aggrieved by the award indicated by the contract authority may, within five working days from the publication of the notice, file a letter of objection, together with a deposit, with the contracting authority, clearly setting forth any reason for his complaint. The deposit to be paid in respect of tenders valued at less than forty-seven thousand euro (€47,000) shall be four hundred euro (€400), while those between forty-seven thousand euro (€47,000) and one hundred and twenty thousand euro (€120,000) shall be 0.5% of the estimated value of the tender, with a minimum deposit of four hundred euro (€400). The letter by the complaining tenderer shall be affixed on the notice board of the contracting authority and shall be brought to the attention of the recommended tenderer.
- (4) After the expiry of the period allowed for the submission of a complaint, the contracting authority shall deliver the letter of complaint, the deposit receipt and all documents relating to the public contract in question to the Review Board who shall examine the matter in a fair and equitable manner. In its deliberation the Review Board shall have the authority to obtain, in any manner it deems appropriate, any other information not already provided by the contracting authority. The Review Board shall determine the complaint by upholding or rejecting it. The written decision of the Review Board shall be affixed on the notice board of the contracting authority and copies thereof shall be forwarded to the Director of Contracts and all the parties involved.
- (5) The tenderer or candidate concerned who is not satisfied with the decision granted by the Review Board may refer the matter to the Court of Appeal (Superior Jurisdiction) in terms of article 41(6) of the Code of Organization and Civil Procedure within a period of sixty days. Such recourse however may not delay the Head of the contracting authority from implementing the Review Board's decision.
- (6) Tender documents issued in terms of this Part shall include a clause informing tenderers that the award of the contract is subject to the right of recourse as provided for in this regulation, a copy of which should be reproduced in the documents.
- (7) The Minister shall have the authority by order to extend the provisions of this regulation in order that recourse as provided in this regulation be made available also by authorities listed in Schedule 3 and to prescribe the procedure by which such recourse is to be granted.

# VOLUME 1 SECTION 7

## Form 1 - Power of Attorney (*Where applicable*)

Please attach here the power of attorney empowering the signatory of the tender and all related documentation.

Signature: .....

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

Date: .....



**Form 2 - Data on Joint Venture/Consortium (Where applicable)**

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                        |  |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--|
| 1 | Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | .....                                                                  |  |
| 2 | Managing Board's Contact Details                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Address: .....<br>.....<br>Telephone: ..... Fax: .....<br>Email: ..... |  |
| 3 | Agency in the state of the Contracting Authority, if any<br><i>(in the case of a Joint Venture/Consortium with a foreign lead partner)</i>                                                                                                                                                                                                                                                                                                                                                    | Address: .....<br>.....<br>Telephone: ..... Fax: .....<br>Email: ..... |  |
| 4 | Names of Partners                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | (i) .....<br>(ii) .....<br>(iii) .....<br>(iv) .....                   |  |
| 5 | Name of Lead Partner                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | .....                                                                  |  |
| 6 | Agreement governing the formation of the Joint Venture/Consortium<br><i>(Enclose Joint Venture/ Consortium Agreement)</i>                                                                                                                                                                                                                                                                                                                                                                     |                                                                        |  |
|   | Place of Signature:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date of Signature:                                                     |  |
|   | .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | .....                                                                  |  |
| 7 | Proposed proportion of responsibilities between partners (in %) with indication of the type of the works to be performed by each*<br>* The company acting as the lead partner in a joint venture/consortium, they must have the ability to carry out at least 50% of the contract works by its own means. If a company is another partner in a joint venture/consortium (i.e. not the lead partner) it must have the ability to carry out at least 10% of the contract works by its own means |                                                                        |  |
|   | ..... - .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ..... - .....                                                          |  |
|   | ..... - .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ..... - .....                                                          |  |

Signature: .....  
*(the person or persons authorised to sign on behalf of the tenderer)*

Date: .....

## VOLUME 2

### VOLUME 2 SECTION 1 - DRAFT CONTRACT FORM

Contract Number: .....

This contract is concluded between:

Employment and Training Corporation  
Head Office  
Hal Far BBG 3000  
Malta

(hereinafter called “The Contracting Authority”) on behalf of [name of Contracting Authority and address] on the one part, and

[Name of Contractor]  
[Address]

(hereinafter called “The Contractor”) on the other part,

Whereas the Contracting Authority is desirous that certain services should be executed by the Contractor, viz.:

#### **The Provision of Training Services in Pre-Employment Skills**

and has accepted a tender by the Contractor for the execution and completion of such services and the remedying of any defects therein.

**It is hereby agreed as follows:**

1. In this contract words and expressions shall have the meanings assigned to them in the contractual conditions set out below.
2. The following documents shall be deemed to form and be read and construed as part of this contract, in the following order of precedence:
  - (a) this Contract,
  - (b) the Special Conditions,
  - (c) the General Conditions,
  - (d) the Terms of Reference,
  - (e) the Contractor’s technical offer (Organization & Methodology) (including any clarifications made during adjudication),
  - (f) the Financial Offer (after arithmetical corrections)/breakdown,
  - (g) the Tender Form,
  - (h) any other documents forming part of the contract.

Addenda shall have the order of precedence of the document they are modifying.

3. In consideration of the payments to be made by the Contracting Authority to the Contractor as hereinafter mentioned, the Contractor undertakes to execute and complete the works and remedy defects therein in full compliance with the provisions of the contract.
4. The Contracting Authority hereby agrees to pay the Contractor in consideration of the execution and completion of the works and remedying of defects therein the amount of:
  - Hourly Rate (*Excluding* VAT/other taxes): €.....
  - Hourly Contract price in words:..... Euro

or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. VAT shall be paid in compliance with National Law (in particular the VAT Act 1998, the Act No X of 2003 and relevant Legal Notices).

5. The Contractor hereby agrees to submit a performance guarantee amounting to €..... equivalent to 4% of the contract value together with the signed contract.
6. In witness whereof the parties hereto have signed the contract. This contract shall take effect on the date on which it is signed by the last party.
7. The provisions of this contract are without prejudice to the obligations of the Contracting Authority in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). The Contracting Authority, prior to disclosure of any information to a third party in relation to any provisions of this contract which have not yet been made public, shall consult the contractor in accordance with the provisions of the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the Contracting Authority in terms of the Act.

Done in English in two originals: one for the Contracting Authority and one for the Contractor.

**Contracting Authority:**

**Contractor:**

Signed by:

Signed by:

.....

.....

In the capacity of:

In the capacity of:

.....

.....

Being fully authorized by and acting on behalf of

Being fully authorized by and acting on behalf of

.....

.....

Date: .....

Date: .....

## VOLUME 2 SECTION 2 - GENERAL CONDITIONS

The full set of General Conditions for Services Contracts (Version 1.07) can be viewed/downloaded from:

<http://contracts.gov.mt/en/Tenders/Pages/Tenders.aspx>

It is hereby construed that the tenderers have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful tenderer/s.

## VOLUME 2 SECTION 3 - SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

### ***Article 2: Notices and Written Communications***

As per General Conditions

### ***Article 5: Supply of Information***

As per General Conditions.

### ***Article 6: Assistance with Local Regulations***

As per General Conditions.

Further to the provisions of the General Conditions, the Contractor shall be responsible for observing all applicable laws and regulations in the course of execution of this contract, including the procuring of the necessary permits, licenses or other official authorizations as may be necessary for this contract.

### ***Article 7: Obligations of the Contractor***

As per General Conditions.

The Contractor shall, within 15 calendar days of receipt of the contract, sign and date the contract and return it. The Contractor is further obliged to forward the performance guarantee, within 15 days from the signature of the contract, to the Contracting Authority. The Contracting Authority will not affect any payment to the Contractor until the performance guarantee is submitted. The amount of the guarantee shall be equivalent to 4% of the contract price, including any amounts stipulated in addenda to the contract.

In the case that the value of the contract does not exceed €10,000 no performance guarantee is required, as per Article 7.8 of the Special Conditions.

### ***Article 13: Medical, Insurance and Security Arrangements***

As per General Conditions.

### ***Article 14: Intellectual and Industrial Property Rights***

As per General Conditions.

Further to the provisions of the General Conditions, The Contractor agrees and binds himself/herself that s/he shall not use any of the training handouts, created by him/her (i.e. the Contractor) to provide training under this contract, to deliver training for his/her other customers.

If any third party intellectual property is used in the training handouts, the Contractor shall ensure that all necessary consents and approvals to use each third party intellectual property rights have been obtained.

### ***Article 15: Scope of the Services***

The scope of the services is defined in Section 3, Section 1(Terms of Reference)

**Article 16: Personnel and Equipment**

As per General Conditions.

Further to the provisions of the General Conditions, the Contracting Authority shall provide all the necessary equipment for the delivery of training courses held within ETC's premises (Malta/Gozo) only.

Upon the signing of contract the Contractor is to provide the Contracting Authority with a list of substitute trainers together with their respective documentation as requested in Article 16.1 of the Instruction to Tenderers.

**Article 18: Execution of the Contract**

The Contract is expected to commence within two (2) weeks from date of last signing of contract. The contract will be up to December 2016 and or until the utilization of the budget allocated for this call for tenders.

The Contracting Authority reserves the right to extend the contract by a further (twelve) 12 months, in (two) 2 periods of (six) 6 months each, as required. Same rates, terms and conditions and in agreement between both parties shall apply.

**Article 19: Delays in Execution**

A daily penalty of Hundred Euro (€100) shall be charged to the Contractor if he/she fails to satisfactorily provide the requested services as stipulated in this Tender document, and/or the service is found to be seriously lacking in quality, quantity and efficiency and/or the Contractor breaches any of the conditions stipulated in this tender document. In such case, the CEO of the Contracting Authority shall issue Notification Warning letters or Default Notices, notifying the Contractor of his/her breach of contract and requesting immediate remedial action by the Contractor who shall remedy the failure within three (3) working days from the notification, or else, as may be otherwise required by the Company. Moreover, the CEO reserves the right to engage other contractors and any extra expenses incurred, further to the contract rates, shall be borne by the Contractor. The daily penalty shall be applied for a period of not more than fifteen (15) days. 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. Moreover, in such event the bank performance shall be forfeited.

The Contracting Authority reserves the right to stop any payment 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.

The maximum aggregate amount for such compensation shall not exceed one thousand and five hundred Euro (€1,500).

**Article 20: Amendment of the Contract**

As per General Conditions.

## **Article 24: Interim and Final Progress Reports**

### **Reports**

Programme layout:

| <b>Module Number</b> | <b>Course title</b>       | <b>No. of study units</b> |
|----------------------|---------------------------|---------------------------|
| Module 1             | Independent living Skills | 12                        |
| Module 2             | Social skills             | 4                         |
| Module 3             | Employability skills      | 9                         |

- a) A report must be submitted after each module for each trainee, which should include observations and comments pertaining to the learning outcomes of each study unit as listed on the respective Annex (1-4). Recommendation for each trainee must be included in this report and shall reach the Contracting Authority within ten (10) working days from the end of each module

### **Attendance sheets**

- a) Original attendance sheets and soft copies for each trainer must be submitted at the end of each module and shall reach the Contracting Authority within five (5) working days from the end of the module. The Contracting Authority reserves the right to conduct spot-checks from time to time.
- b) Original attendance sheets and soft copies for each trainee must be submitted at the end of each module and shall reach the Contracting Authority within five (5) working days from the end of the module. The Contracting Authority reserves the right to conduct spot-checks from time to time.

Within 24 hours of completion of any training session, the Contractor is to make available a list of absentees to the Contracting Authority's contact person.

Failure to provide any of the above documentation may lead to penalties as per the Quality Assurance Requirements and withholding of the payment due. The Contractor shall also be responsible for maintaining and submitting the attendance sheet (original attendance sheets and soft copy of attendance log using Contracting Authority's template).

## **Article 26: Payments and Interest on Late Payment**

Fee-based Contract

Payments shall be effected within 30 days, failing which the provisions of the Late Payments Directive will come into effect (30 days as per General Conditions).

## **Article 27: Pre-Financing Guarantee**

Not applicable.

***Article 28: Audit Certificate***

Not applicable.

***Article 39: Further Additional Clauses***

Add other clauses deemed relevant.



## VOLUME 2 SECTION 4 - SPECIMEN PERFORMANCE GUARANTEE

### (LETTERHEAD OF THE REGISTERED FINANCIAL INSTITUTION PROVIDING THE GUARANTEE)

Procurement and Purchasing Unit  
Employment and Training Corporation  
Head Office  
Hal Far, BBG 3000  
Malta

[Date]

Dear Sir,

Our Guarantee Number ..... for €.....

Account: [Account Holder's Name]

In connection with the contract entered into between yourself on behalf of the Director of Contracts and [Name and Address of Contractor] hereinafter referred to as "the Contractor" as per the latter's tender and your acceptance under [Tender Number], whereby the contractor undertook the [title of contract] in accordance with Article 7.8 of the General Conditions for Service Contracts forming part of the contract documents, we hereby guarantee to pay you on demand a maximum sum of €[amount in words and numbers] in case the obligations of the above-mentioned contract are not duly performed by the Contractor.

This guarantee will become payable on your first demand and it shall not be incumbent upon us to verify whether such demand is justified.

For avoidance of doubt it is hereby declared that although this instrument gives rise to legal relations between the guarantor and the beneficiary, it is hereby specifically declared for all intents and purposes of law that this guarantee does not exempt the above-mentioned Contractor from any obligations, acts of performance or undertaking assumed under the tender documents as ratified in the contract.

Any payments due to the contractor in respect of the obligations entered into under the contract above referred to shall be made through this Bank.

This guarantee expires on the XXXXXXXX and unless it is extended by us or returned to us for cancellation before that date any demand made by you for payment must be received in writing not later than the aforementioned expiry date.

This document should be returned to us on utilization or expiry or in the event of the guarantee being no longer required.

After the expiry date and in the absence of a written demand being received by us before such expiry date, this guarantee shall be null and void, whether returned to us or not, and our liability hereunder shall terminate.

This guarantee is personal to you, and is not transferable or assignable.

Yours Faithfully,

.....  
[Signatory on behalf of Guarantor]

# VOLUME 3 SECTION 1 - CONTRACTING AUTHORITY'S REQUIREMENTS (TERMS OF REFERENCE)

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# Terms Of Reference

**Note:**

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

## 1. Background Information

### 1.1 - Beneficiary Country

Malta

### 1.2 - Central Government Authority

N/A

### 1.3 - Contracting Authority

Employment & Training Corporation  
Hal Far - BBG 3000

### 1.4 - Relevant Country Background

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 of 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."*

### 1.5 - Current State of Affairs in the Relevant Sector

Formal and Informal Education and Employment safeguard present and future generations against risk of poverty.

The Training delivered under this contract shall be by the national funds and it is planned to run till the end of December 2016.

Individuals eligible for the free training offered through this programme are Persons with Intellectual Disabilities, Persons with Mental Health Conditions, Persons with Physical and Sensorial Disabilities, and Vulnerable Jobseekers namely Former Substance Abusers, Persons on Detoxification Treatment, Persons with Legal Barriers, Persons who are serving a sentence, Persons who have an addiction problem and are in a Rehabilitation Programmes, Persons living in Institutional Homes, homeless Persons, Youth who are under care order, and who are eligible to work - these may include jobseekers, inactive persons or persons who are in a risk of losing their present employment.

The Contractor will be paid through the Contracting Authority once the invoice and other related documentation is checked and found to comply with requirements by the same Contracting Authority.

All documentation related to the programme and the training courses has to be fully accessible to audits and checks by the representatives of the Contracting Authority.

## 2. Contract Objectives and Expected Results

### 2.1 - Overall Objectives

The programme aims to facilitate access to training in order to assist disadvantaged jobseekers to acquire pre employment skills in order to adapt to labour market changes and requirements.

The project of which this contract will be a part, shall:

- Objective 1: Train people and help them get into work
- Objective 2: Improve Education and Training
- Objective 3: Promote Social Inclusion
- Objective 4: Help individuals and groups who suffer from a disadvantage to get proper education or find a job.

### 2.2 - Specific Objectives

This is a call for tenders for the Provision of Training Services in Pre Employment Skills as listed below:

#### **Lot 1: Training Services for Persons with Intellectual Disability**

| <b>Modules:</b>             | <b>A</b>                            | <b>B</b>                                               | <b>C</b>                                          | <b>D</b>                                                |
|-----------------------------|-------------------------------------|--------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------|
|                             | <b>Duration<br/>(contact hours)</b> | <b>Indicative no. of trainees per course instance*</b> | <b>Total Indicative no. of courses instances*</b> | <b>Indicative no. hours per sessions</b>                |
|                             |                                     |                                                        | <b>Malta &amp;/or Gozo</b>                        | <b>Malta &amp;/or Gozo</b>                              |
| <b>Independent Living</b>   | <b>100 hrs</b>                      | <b>6-8 trainees</b>                                    | <b>8 courses</b>                                  | <b>4 / 5 hours per session including two (2) breaks</b> |
| <b>Social Skills</b>        | <b>100 hrs</b>                      |                                                        |                                                   |                                                         |
| <b>Employability Skills</b> | <b>100 hrs</b>                      |                                                        |                                                   |                                                         |

\*Depends on demand.

**Lot 2: Training Services for Persons with Mental Health Difficulties**

| <b>Modules:</b>             | <b>A</b>                            | <b>B</b>                                               | <b>C</b>                                          | <b>D</b>                                           |
|-----------------------------|-------------------------------------|--------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
|                             | <b>Duration<br/>(contact hours)</b> | <b>Indicative no. of trainees per course instance*</b> | <b>Total Indicative no. of courses instances*</b> | <b>Indicative no. hours per sessions</b>           |
|                             |                                     |                                                        | <b>Malta &amp;/or Gozo</b>                        | <b>Malta &amp;/or Gozo</b>                         |
| <b>Independent Living</b>   | <b>50 hrs</b>                       | <b>6-8 trainees</b>                                    | <b>8 courses</b>                                  | <b>4 hours per session including one (1) break</b> |
| <b>Social Skills</b>        | <b>50 hrs</b>                       |                                                        |                                                   |                                                    |
| <b>Employability Skills</b> | <b>50 hrs</b>                       |                                                        |                                                   |                                                    |

**Lot 3: Training Services for Persons with Physical & Sensorial Disabilities**

| <b>Modules:</b>             | <b>A</b>                            | <b>B</b>                                               | <b>C</b>                                          | <b>D</b>                                           |
|-----------------------------|-------------------------------------|--------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
|                             | <b>Duration<br/>(contact hours)</b> | <b>Indicative no. of trainees per course instance*</b> | <b>Total Indicative no. of courses instances*</b> | <b>Indicative no. hours per sessions</b>           |
|                             |                                     |                                                        | <b>Malta &amp;/or Gozo</b>                        | <b>Malta &amp;/or Gozo</b>                         |
| <b>Independent Living</b>   | <b>50 hrs</b>                       | <b>6-8 trainees</b>                                    | <b>3 courses</b>                                  | <b>4 hours per session including one (1) break</b> |
| <b>Social Skills</b>        | <b>50 hrs</b>                       |                                                        |                                                   |                                                    |
| <b>Employability Skills</b> | <b>50 hrs</b>                       |                                                        |                                                   |                                                    |

#### **Lot 4: Training Services for Vulnerable groups**

| <b>Modules:</b>             | <b>A</b>                            | <b>B</b>                                               | <b>C</b>                                          | <b>D</b>                                         |
|-----------------------------|-------------------------------------|--------------------------------------------------------|---------------------------------------------------|--------------------------------------------------|
|                             | <b>Duration<br/>(contact hours)</b> | <b>Indicative no. of trainees per course instance*</b> | <b>Total Indicative no. of courses instances*</b> | <b>Indicative no. hours per sessions</b>         |
|                             |                                     |                                                        | <b>Malta &amp;/or Gozo</b>                        | <b>Malta &amp;/or Gozo</b>                       |
| <b>Independent Living</b>   | <b>50 hrs</b>                       | <b>6-8 trainees</b>                                    | <b>8 courses</b>                                  | <b>4 hours per session with 30 minutes break</b> |
| <b>Social Skills</b>        | <b>50 hrs</b>                       |                                                        |                                                   |                                                  |
| <b>Employability Skills</b> | <b>50 hrs</b>                       |                                                        |                                                   |                                                  |

Notes: \* Contact hours are distributed in sessions ranging between 4 to 5 hours.

Notes: \*\* Sessions delivered in Gozo will not qualify for Extra Costs charged for delivery of Training in Gozo.

Notes:

- The number of course instances are only indicative since courses shall be held upon demand and participation for each course instance can vary from zero to the indicative number of instances or higher.
- The duration of course sessions for all the above mentioned courses will be morning, between 08:00 and 14:00.
- Courses are subject to Concurrent Delivery according to the requirements of the Contracting Authority
- Course outlines can be found in Annex I-4.
- The duration of sessions will be between four to five hours each, with one or two breaks of half an hour each, as agreed between the Contractor and the Contracting Authority.

In those cases where the nature of the course includes practical sessions during which training material is utilised, the training material shall be procured and provided at the training venue by the Contractor; such training material shall be used only for the training to be delivered under this contract. The cost and delivery of such training material shall be incorporated in financial bid of this call for tenders. It is to be made clear that no additional costs for training material shall be incurred by the Contracting Authority.

The services should include the provision of one set of training handouts (in hard copy)<sup>2</sup> per trainee in English or Maltese according to trainee's preference.

The handouts provided by the Contractor shall comply with the following requirements:

- have clear print and layout;
- provide Dyslexia Friendly text where appropriate;
- have clear instructions;
- make sensible use of graphics;
- are free from grammatical or/and language/syntax errors;
- have consistent presentation, eg. the relationship of graphic materials on successive pages to the content of the item;
- avoid confusing trainees by including irrelevant visual materials or images that are not clear;
- be free from bias in terms of race, gender, disability, religion, age, sexual orientation, family responsibilities, etc;
- present material in logical order;
- avoid the use of contents that make it difficult for the trainee to understand.

The delivery of the course instances under this contract is to take place in Malta and Gozo. Failure to deliver courses required, both in Malta and in Gozo will be considered as a breach in contract and hence the Contracting Authority will inflict penalties listed in Article 19.8 of the Special Conditions and in case of repeated refusals will result in immediate termination of the contract.

### **2.3 Results to be Achieved**

1. The delivery of training to trainees by qualified Key Experts should cover the training contents as stipulated in the course outlines provided Annex 1-4
2. Provide all notes, training handouts, individual assessments and evaluation reports in line with the requirements specified in Article 24 of the Special Conditions.
3. Abide by the Data Protection Act (*A draft Data Protection Agreement may be viewed with this tender - this will be signed following award*).
4. Accept to offer training services during office hours at the same hourly rate.
5. The Contracting Authority shall pay the Contractor for any breaks taken during the delivery of the training sessions. Where applicable, the breaks are specified by the Contracting Authority in the Course Outlines listed in Annex 1 to 4. Furthermore the Contractor must be responsible for course participants during breaks.
6. Must accept full responsibility for the proper use of the Contracting Authority's facilities and equipment, and assume liability in case of eventual damages caused by the Contractor or his/her Key Experts or trainees
7. Must accept representatives of the Contracting Authority, to conduct monitoring checks, audits and spot-checks, which may include documentary checks during the training sessions.
8. In addition:
  - a. Any applications/requests to attend training shall be received by the Contracting Authority.
  - b. The Contracting Authority shall inform the Contractor at least 2 weeks before the planned commencement of the training course instance.
  - c. The contractor shall submit the course material to the Contracting Authority within one week from the Contracting Authority's notification of the start date of the course.
  - d. The Contracting Authority shall determine the schedule for each course instance.
  - e. The Contracting Authority shall inform the trainees.
  - f. The Contractor's Key Experts shall deliver the training sessions.
  - g. The Contractor's Key Experts shall assess the trainees, and subsequently, the Contractor Authority shall issue certificates, endorse and will in turn make these available to successful trainees.
  - h. The Contractor shall develop the assessment paper, which in turn, shall be approved by the Contracting Authority.
  - i. The Contractor shall assume full responsibility for the collection of all required course documentation, as directed by the Contracting Authority.
  - j. The Certificates shall be endorsed by the Contractor Authority.

## **3. Assumptions and Risks**

### **3.1 - Assumptions Underlying the Project Intervention**

None envisaged by the Contracting Authority; however bidders are encouraged to state any assumptions they are considering in their offer.

### 3.2 - Risks

Although the Contracting Authority has had requests for these courses, the Contracting Authority cannot give an estimate of the participation rate. In fact, courses instances are only indicative since courses shall be held upon demand and thus course instances can increase or decrease according to the exigencies of the Contracting Authority. These courses are to be organised as and when required by the Contracting Authority. Any other risk/s identified by the Contractor is to be stated.

## 4. Scope of the Work

### 4.1 - General

#### 4.1.1 Project Description

This pre-employment training programme aims to address the overall objectives listed in 2.1. It consists of the following three subjects:

1. **Independent Living Skills Course** aiming to assist trainees in developing skills needed to self-direct their own lives and to learn the skills necessary to live as independently as possible.
2. **Social Skills Course** aiming to assist trainees in developing their awareness of how one should communicate with others and how to make communication more efficient and effective.
3. **Employability Skills Course** aiming to assist trainees in developing the necessary skills needed for getting, retaining and being successful in a job.

#### 4.1.2 Geographical Area to be covered

Malta & Gozo

#### 4.1.3 Target Groups

This pre-employment training programme is addressing three main target groups

**Group 1:** Trainees with intellectual Disability

**Group 2:** Trainees with Mental Health Conditions

**Group 3:** Trainees with Physical & Sensorial Disabilities

**Group 4:** Trainees from Vulnerable Groups, including former offenders, Former Substance Abusers, Persons who have legal barriers, Persons on methadone treatment, Persons serving a prison sentence, Persons undergoing rehabilitation programmes, Persons living in Institution Homes, Persons who are homeless and Youth who are under care order.

### 4.2 - Specific Activities

The Contractor shall deliver training to trainees by qualified Key Experts, and should achieve the require course aim, contents and learning outcomes as stipulated in the courses outline provided (refer to Annex 1 to 4).

The Contracting Authority reserves the right to substitute trainees who did not turn up for a number of sessions with alternate trainees.

The Contracting Authority shall advise the Contractor at least 2 weeks before the commencement of a training course instance. The Contracting Authority shall notify the trainees with the time, date and location of the training course and advise the Contractor of the necessary details of the trainees.



The Contractor shall collaborate with the Contracting Authority and fill in the necessary record keeping and other administrative documentation regarding the training courses, as required by the Contractor Authority.

In the event that the venue is provided by the Contractor, this shall comply with the requirements specified in Articles 6.3 of the Terms of Reference.

The Contractor shall deliver training programmes for Gozo residents, in Gozo. The payment rate specified in the Financial Bid, shall be applicable for courses held both in Malta or Gozo, whether at the Contractor's premises, or at third party venues. The Contracting Authority shall reserve the authority to include any penalties stipulated in Article 19 of the Special Conditions should the Contractor fail to deliver the course instances that are to be held in Gozo.

The Contractor and its Key Experts shall not promote to the trainees referred by the Contracting Authority any other training organised and/or delivered and/or other services offered by the Contractor that falls outside this contract.

The Contractor shall be responsible for the record keeping of the courses (attendance sheet of Key Experts and trainees) as per the Contracting Authority's instructions. The Contracting Authority shall pay the Contractor for any breaks taken during the delivery of the training sessions. The breaks are specified by the Contracting Authority in the Courses Outline listed in Annex 1 to 4 and Contractors are to strictly adhere to the stipulated break durations. The Contracting Authority shall reserve the right to impose penalties if the stipulated break durations are not adhered to. The Contractor shall follow the documentation, reporting and quality assurance requirements specified in the Terms of Reference. Furthermore the Contractor must be responsible for course participants during breaks.

The Contracting Authority shall exercise its right to collect feedback about the course delivery by Key Experts, form trainees, at its discretion.

### ***Code of Conduct***

4.2.1 The Contracting Authority upholds the highest standards in training coordination and delivery. The aim is to provide a quality service to the customers of the Contracting Authority.

In order to assist the Contracting Authority to meet the above aims and objectives, the Contractor's personnel and Key Experts are expected to:

- Provide a quality service, in both training coordination and delivery activities.
- Be courteous and professional in all communication with the Contracting Authority's personnel and with trainees.
- Facilitate the Contracting Authority's personnel in carrying out their monitoring checks;
- Provide timely evidence or feedback (when requested) to enable the Contracting Authority's personnel to report accurately and fairly, with respect to the contractual obligations;
- Work with the Contracting Authority's personnel to minimize disruption and bureaucracy;
- Provide timely response with respect to queries raised by the Contracting Authority;
- Respect the right of the Contracting Authority's personnel to observe training delivery, to liaise with staff and to interview trainees, as and when they deem proper to do so.

### **Relationship between Contracting Authority and Contractor:**

The Contracting Authority and Contractor acknowledge and agree that the services shall be performed by the Contractor's employees.

#### 4.2.2 *Warranty*

The Contractor represents and warrants that:

- shall perform the services with reasonable skill, professionalism; and
- the services provided by the Contractor to the Contracting Authority under this contract shall not infringe or violate any intellectual property rights or other right of any third party.

#### 4.3 - *Project Management*

##### 4.3.1 *Responsible Body*

Inclusive Employment Services Division, Employment and Training Corporation, Hal Far BBG3000

##### 4.3.2 *Management Structure*

The Project Leader shall be responsible for the implementation of this contract and shall be assigning Course Coordinator/s within the Contracting Authority who will be the first point of contact with the Contractor.

All scheduling of course instances shall be the sole responsibility of the Contracting Authority and the Contractor is to provide the training services as requested by the Contracting Authority at all times, be it morning, afternoon or evening. The Contracting Authority shall inform the Contractor in writing of the start date of the schedule of the training course instances at least two weeks in advance.

The Contractor Authority reserves the right to remove any or all planned courses and planned course instances from its training plan at its own discretion. No claims, whether for lost revenue or damages or for any other kind, may be made by the Contractor in such occurrences.

If the Contractor fails to deliver a particular course instance or session, the penalties specified in Quality Assurance Requirements, shall come into force.

Requests by the Contractor for changes in time, date and/or venue of the training course instance shall be allowed only in exceptional cases where the Contractor provides sufficient justification and approved by the Inclusive Employment Services Division within the Contracting Authority.

The Contractor will remain responsible for providing suitably qualified and experienced Key Experts as per criteria in this tender document detailing Key Experts Minimum Requirements specific to each course, and may forfeit right to payment of the entire course where any Key Expert is found to be non-complain with the established minimum requirements.

##### 4.3.3 *Facilities to be provided by the Contracting Authority and/or other parties*

Facilities to be provided by the Contracting Authority at the Employment and Training Corporation Job Bridge Pembroke or at the Employment and Training Corporation Training Complex at Hal Far or in various premises in Malta and Gozo, approved by the Contracting Authority. Only training courses delivered for persons who are presently serving a prison sentence and/or persons who are undergoing a rehabilitation programme shall be delivered at Corradino Correctional Facilities, Rehabilitation programmes Centre and Institutional Homes.

##### 4.3.4 *Documentation*

###### ***Data Collection***

The Contractor shall be responsible for the collection of all required data as directed by the Contracting Authority. The Contractor will be given templates and forms to be used for collecting

information. These may change from time to time, depending on the exigencies of the Contracting Authority. The Contracting Authority will provide an electronic copy of such forms to the Contractor in due time.

The Contractor shall maintain an attendance sheet on which the Key Expert and trainees need to sign for each training session. The attendance sheets shall include the following details: title of course instance, course code, name of Key Expert and ID card number, name of trainees and their ID card numbers, venue of training, session number, date of training session, start time and end time of training and break time (where applicable). The Contractor shall be responsible for informing the respective Course Coordinator on the attendance of trainees on a regular basis and to ensure that proper checking is made in relation to the 80% attendance clause (where applicable). The Contractor shall also be responsible for maintaining and submitting the attendance sheet (original attendance sheets and soft copy of attendance log using Contracting Authority's template).

The Key Expert shall carry out an assessment in order to compile an evaluation report upon the completion of each study unit of the pre-employment training programme for each trainee. The evaluation report shall include the following details: title of course instance, course code, name of Key Expert, ID card number and name of trainee and his/her ID No., learning outcomes and further training needs. The Contractor shall also be responsible for compiling and submitting the evaluation report (original report and soft copy of the evaluation report using Contracting Authority's template)

In those cases where the duration of a training course exceeds four weeks, the Contractor will be requested to hand in a copy of the attendance sheets for the month in question and the evaluation report for each trainee within fifteen upon completion of the study units of the pre-employment training programme.

The Contractor shall provide the Contracting Authority with the attendance of trainees within 24 hours from the course session for the first two sessions of the course instance. Within 24 hours of completion of any training session, the Contractor is to make available a list of absentees to the Contracting Authority's contact person.

### ***Confidentiality***

The Contractor shall ensure that s/he shall not use, adapt or alter any personal details for information about the trainees. This information shall be treated in strict confidentiality and shall not be disclosed to any third parties or used for promotional activities.

### ***Intellectual Property Rights***

The Contractor agrees and binds himself/herself that s/he shall not use any of the training handouts, created by him/her (i.e. the Contractor) to provide training under this contract, to deliver training for his/her other customers.

If any third party intellectual property is used in the training handouts, the Contractor shall ensure that all necessary consents and approvals to use each third party intellectual property rights have been obtained.

## **5. Logistics and Timing**

### ***5.1 - Location***

**Malta:** Job Bridge Pembroke, Employment and Training Corporation, Training Complex Hal Far, Corradino Correctional Facility, Rehabilitation Programme Centres and Institution Homes.

**Gozo:** Oasi Foundation and other premises approved by the Contracting Authority

### ***5.2 - Commencement Date & Period of Execution***

The intended commencement date of training delivery is two (2) weeks from the last signing of the contract and the period of execution of the contract shall be due to one of the following:

- I. the utilisation of the budget allocation; or
- II. the termination date of this programme, that is, 31st December 2016.

Whichever of the two is the earliest.

The Contracting Authority shall inform the Contractor in writing of the start date of the training course instances at least 2 weeks in advance. The contractor shall submit the course material to the Contracting Authority within one week from the Contracting Authority's notification of the start date of the course. The schedule of course instances shall be at the sole discretion of the Contracting Authority. The number of sessions to be held per course instance is to abide by that specified in the courses outline in Annex 1 to 4.

In the event that the number of course instances indicated in the Article 2.2 have been completed and there is still demand for such courses instances, then the Contracting Authority can decide to approve the delivery of further training provided that the total budget allocation of this tender is not exceeded.

## **6. Requirements**

### **6.1 - Personnel**

#### **6.1.1 Key Experts/Trainers**

The Contractor shall have in place procedures and systems to ensure that the Key Experts meet or surpass the requirements set in Article 6.1.2 of the Instructions to Tenderers. In case of change of Key Experts, the Contractor must inform the Contracting Authority and shall send the respective new Key Expert's CV and copies of certificates and or reference letters at least one (1) week before such Key Expert will be expected to deliver training sessions forming part of this contract. In special circumstances beyond the control of the Contractor where such a change is unplanned but necessary due to force majeure, within 24 hours from the training session delivered by the new Key Expert, a duly endorsed original CV and/or referenced letter must reach the Contracting Authority for necessary vetting and certification. The Contractor will remain responsible for providing suitably qualified and experienced Key Experts as per criteria in Article 6.1.2 of the Instructions to Tenderers, and may forfeit right to payment of the entire course where any trainer/s is/are found to be non-compliant with the established minimum requirements.

The Contractor shall ensure that the chosen Key Experts have good class control and do not leave trainees unattended in the classrooms not even during breaks. The Contracting Authority reserves the right to take action in those cases where Key Experts do not adhere to the prescribed standards and requirements.

In the event that a substitute Key Expert needs to be called in by the Contractor, the Contractor shall notify in writing the Contracting Authority 24 hours prior to the Training Session in question. In special circumstances beyond the control of the Contractor where such a change is unplanned but necessary due to force majeure, within 24 hours from the training session delivered, the Contractor shall notify the Contracting Authority in writing.

The Contractor shall engage any personnel necessary to perform the activities requested through this call for tenders. The Contractor shall refrain at all times from including trainees other than those referred by the Contracting Authority, for courses paid for by the latter. If this happens, the Contracting Authority reserves the right to terminate the contract with immediate effect.

Note that civil servants and other staff of the Public Service of the beneficiary country cannot be recruited as experts. See sub-article 9.5 of the General Conditions.

#### **6.1.2 Support Staff and Backstopping**

The Contractor shall be fully responsible for the support staff and backstopping necessary and required to carry out all the activities and produces the results outlined in these Terms of Reference.

### **6.3 - Facilities**

Training shall be delivered at a venue identified and provided by the Contracting Authority, including: Malta: Job Bridge Pembroke, Employment and Training Corporation, Training Complex Hal Far, Corradino Correctional Facility, Rehabilitation Programme Centres and Institution Homes. Gozo: Oasi Foundation and any other premises in Malta and Gozo approved by the Contracting Authority, except in those instances where the Contractor prefers to use own venue, at no extra cost to the Contracting Authority and if and as approved by the Contracting Authority.

The Contractor is advised that training facilities being offered, should include appropriate sanitary facilities and accessibility as per existing legislations.

In those cases where the nature of the course includes practical sessions during which training material is utilised, the training material shall be procured and provided at the training venue by the Contractor; such training material shall be used only for the training to be delivered under this contract. The cost and delivery of such training material shall form part of the financial bid of this call for tenders. It is to be made clear that no additional costs for training material shall be incurred by the Contracting Authority.

### **6.4 -Equipment**

No equipment shall be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract. Any equipment related to this contract which is to be acquired must be purchased by means of a separate supply tender procedure solely by the Contracting Authority.

The Contractor is responsible for the creation and duplication of all printed training handouts which are to be used in courses. The Contractor is to ensure that all relevant copyright laws are adhered to.

## **7. Reports**

### **7.1 - Reporting Requirements**

A final implementation report at the end of the period of execution of each course shall be made by the Contractor. This report shall include the lessons learnt, issues encountered and suggestions in relation to the training delivered. Other requirements related to this report shall be provided by the Contracting Authority in due course.

The Contracting Authority may request the provision of any reports mentioned in this call for tenders to be done either in hard-copy or in an electronic format (which may include the use of an electronic system). The Contracting Authority shall inform the Contractor regarding the format to be used accordingly.

### **7.2 - Submission & approval of progress reports**

A copy of the final implementation report referred to above must be submitted to the Contracting Authority. The final implementation report must be written in English

**8 - Monitoring and Evaluation**

Monitoring visits shall be conducted by the Contracting Authority’s personnel to ensure that the training being delivered meets the objectives and learning outcomes, as well as that the delivery of training is of a high quality. Checks to be performed by the Contracting Authority’s personnel may take place either at the training venue or at the Contractor’s premises, both during and after office hours. Checks carried out at the Contractor’s premises will include, but not exclusively, verifications with respect to Key Expert requirements (as per Article 6.1.1 of the Terms of Reference) and the Contractor’s investment in the continuous development of Key Experts. Checks carried out at the training venue will include, but not exclusively, the quality of training delivery, adherence to the agreed course schedule, appropriateness of training facilities (in case these are provided by the Contractor either in respect of the whole training courses, or for an agreed and approved number of the training courses), quality of training handouts, and proper use and upkeep of documentation, such as attendance sheets, publicity requirements and related documentation.

In case of changes in Key Experts, the Contractor must inform the Contracting Authority and shall send the respective new Key Expert’s CV and copies of qualifications and MQRIC letter of recognition (where applicable) at least three weeks before such Key Expert will be expected to deliver training sessions forming part of this contract. In special circumstances beyond the control of the contractor where such a changes is unplanned but necessary due to force majeure, within 24 hours from the training session delivered by the new Key Expert, a duly endorsed original CV accompanied by copies of the qualifications and MQRIC letter of recognition (where applicable) claimed must reach the Contracting Authority for necessary vetting and certification. The Contractor will remain responsible for providing suitably qualified and experienced Key Experts as per criteria set in this tender document detailing Key Expert Minimum Requirements specific to each course, and may forfeit right to payment of the entire course where any Key Expert is found to be non-compliant with the established minimum requirements

In the event that following the checks or during the administration of the course a number of irregularities are identified by the Contracting Authority’s personnel, the Contracting Authority shall, at its discretion, impose a penalty depending on the severity and frequency of such irregularities. (Apart from the penalties stipulated under Article 19.8 of the Special Conditions Section). The severity of any irregularities shall be determined solely by the Contracting Authority. The following table gives an indication of the applicability of these penalties:

| Severity | Description of Irregularity                                                                                                                                                                                                                                              | Penalty                                     |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| High     | Irregularities classified as high will strongly affect the outcomes and objectives of the training course.<br><br>Example: Key Expert does not meet the requirements set in the terms of reference; delays in starting a course[Note A] or unavailability of Key Experts | €300<br>(capped to a maximum of course fee) |
| Medium,  | Irregularities classified as medium will affect the outcomes and objectives of the training course up to a certain extent.<br><br>Example: Handouts provided to trainees are not legible; or frequent changes of Key Experts                                             | €150                                        |
| Low      | Irregularities classified as low will not affect the outcomes and objectives of the training course, but affect proper administration.<br><br>Example: Attendance sheet or documentation not submitted within the stipulated timeframe                                   | €50                                         |

Note A: Contractor is not in a position to commence the course instance within three (3) weeks from the Contracting Authority’s notification of the start date of the course.

Repeat or persistent irregularities may result in an escalation of the ranking, and, hence of the penalty imposed by the Contracting Authority. The Contracting Authority also reserves the right to terminate the contract at its own discretion, and prerogative.

Any irregularities shall be communicated in writing to the Contractor by the Contracting Authority's personnel in a timely manner. The penalty fees imposed, communicated by the Contracting Authority, shall be directly deducted from the invoice issued at the end of the course. Failure to deduct such penalty will halt the payment process for the entire invoice. Contractors are advised that follow up checks shall be conducted, when and if necessary.

## ***Statement on Terms of Reference (Mandatory)***

It is hereby being declared that the Terms of Reference detailed in Volume 3 of the tender document are being adhered to. The services being requested shall be as per details set out in this tender.

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 .....

Name of Signatory .....

I.D. No. ....

Name of bidder/contractor .....

Date .....



# VOLUME 3 SECTION 2 - TENDERER'S TECHNICAL OFFER (ORGANIZATION & METHODOLOGY)

To be completed by the tenderer

## 1. RATIONALE

- Any comments on the Terms of reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. **Any comments contradicting the Terms of reference or falling outside their scope will not form part of the final contract**
- Any potential identified risk/s and assumption/s that may affect the execution of the contract.

## 2. STRATEGY

- An outline of the approach proposed for contract implementation
- A list of the proposed activities considered to be necessary to achieve the contract objectives
- Recommendations to ensure the achievement of the learning outcomes.

## VOLUME 4 - FINANCIAL BID FOR LOT 1

*N.B - Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.*

Tender Number: ETC/IES/T/03/16  
Name of Tender: The Provision of Training Services in Pre-Employment Skills

€..... per hour

(amount in words: ..... Euro  
per hour.

**The above amount must not be broken down further**

## VOLUME 4 - FINANCIAL BID FOR LOT 2

*N.B - Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.*

Tender Number: ETC/IES/T/03/16  
Name of Tender: The Provision of Training Services in Pre-Employment Skills

€..... per hour.

(amount in words: ..... Euro  
per hour.

**The above amount must not be broken down further**

## VOLUME 4 - FINANCIAL BID FOR LOT 3

*N.B - Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.*

Tender Number: ETC/IES/T/03/16  
Name of Tender: The Provision of Training Services in Pre-Employment Skills

€..... per hour.

(amount in words: ..... Euro  
per hour.

**The above amount must not be broken down further**

## VOLUME 4 - FINANCIAL BID FOR LOT 4

*N.B - Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.*

Tender Number: ETC/IES/T/03/16  
Name of Tender: The Provision of Training Services in Pre-Employment Skills

€..... per hour.

(amount in words: ..... Euro  
per hour.

**The above amount must not be broken down further**