



Employment & Training Corporation

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7th October 2015

Tender No.: ETC/GS/T/09/15
Tender Title: Tender for Structural Alterations at the ETC Offices in Victoria, Gozo in an Environmentally Friendly Manner

Minutes of Clarification Meeting

Present for the Meeting:

Ms Maria Cutajar – Procurement Unit, Employment and Training Corporation

Ms Joanna Farrugia – Procurement Unit, Employment and Training Corporation

Mr Marcel Bonnici – Head of Division, Employment and Training Corporation

Arch. Alexander Bigeni – Architect representing the Employment and Training Corporation

Mr Peter Paul Said – Said Construction

Mr John Vella – GV Gozo Development

Ms Maria Cutajar opened the meeting by informing those present that the document for this call for tenders is available on the ETC website, free of charge. Today's minutes together with any other clarifications received will be uploaded online. All bidders shall refer to the website to check for any further updates.

Bidders were then referred to Article 15 of the tender document to explain how they shall present their offer/s. They were reminded that they need to submit an original copy with all the relevant, signed documents requested, together with an identical copy of it.

In addition, bidders are to follow the list outlined in Article 16.1 and submit all the documents and forms, duly signed when and as requested, which shall include the following:

1. Statement on Conditions of Employment (Volume 1 Section 4)
2. Sub-Contracting (Where applicable) (Volume 1 Section 7)
3. Literature List (Volume 1 Section 4)
4. Declaration agreeing to Technical Specification (Volume 3)
5. Tenderer's Technical Offer in response to specifications (Volume 3)
6. Programme of Works (Volume 1 Section 7)
7. Graphic Work Schedule (Volume 2 Section 7)
8. The Tender Form/s, signed and stamped;
9. Financial Offer/Bill of Quantities - Breakdown of the overall price, in the form provided in Volume 4.

Arch. Alexander Bigeni continued with a thorough explanation of the Technical Specifications as at Volume 3 of the tender document. He went through each item of the Bill of Quantities.

The following points were highlighted:

- The successful bidder is to prepare a method statement signed by a warranted architect outlining the process for executing the works. works must be carried out without causing any damage to third parties;
- Should the contractor require to carry out some temporary alterations to the building in order to better execute the works, this may be favourably considered, as long as the contractor make good any damage at no extra expense;
- All prices quoted must be inclusive of VAT;
- Contractors are to amongst other required specifications/literature, provide technical specifications/literature in relation to the thermal insulation to be used;
- Works to be paid for as day-works must be approved beforehand by the Contracting Authority

At the end of the meeting bidders were reminded that tenders must be deposited by not later than 27th October 2015 by **10:00am** either by recorded delivery (official post/courier service) or by hand delivery at:

**Employment and Training Corporation
Head Office
Hal Far BBG 3000
Malta**

Bidders were also reminded that if further clarifications are needed, these can be made in writing by sending an email on: tenders.etc@gov.mt by not later than 13th October 2015. Late clarifications will not be answered. The Contracting Authority shall upload any clarifications on the ETC website, under the Sections 'Resources' and 'Tenders and Quotations'.

Please be guided accordingly.