Technical Offer Form

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| **Call for offers: 16/2024/Alter Aqua – Phase IV**  **Installation of the Second-Class Water System at St. Joseph Junior School, Sliema, Malta** |

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| --- | --- |
| Name of Proposing Company / Organization: |  |
| Country of Registration: |  |
| Name of Contact Person for this Offer: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

**Selection Criteria (pass / fail)**

**The participant must provide the following:**

* Graphic Works Schedule - Program of Works in the form of a Gantt Chart
* Key Experts Form
* The Statement of Availability Form
* Professionals Declaration Form
* Preliminary Risk Assessment
* Health and Safety Plan
* Signed declaration of payment of Taxes
* Signed declaration of payment of Social Insurance contributions
* A list of at least three (3) projects of similar nature and / or budget size in the last five (5) years (Provide information in the following form).

|  |  |
| --- | --- |
| Title of the Project / Assignment |  |
| Date & duration of the Project / Assignment |  |
| Geographical area of the intervention |  |
| Contents of intervention (mention briefly key elements like type of works and key metrics) |  |
| Cost of the Project / Assignment |  |
| Funding authority and end-client (if different), contact details for reference cross-checking\*.   * Name of the client * Email of the client   \* The participants provide consent to the Contracting Authority to contact the listed clients. In case of confidentiality matters, please indicate. |  |

## KEY EXPERT/S FORM

Tenderers are to substantiate their claims, in respect to the proposed Key Expert/s, by complying with and submitting the following at tendering stage:

1. relevant up-to-date CVs;
2. duly filled-in *Statement of Availability form (as per form annexed below).*
3. duly filled-in *Public Employees Declaration form (if applicable and as per form annexed below)*.
4. duly filled-in Professionals Declaration form; (if applicable and as per form annexed below).
5. any and all, associated requirement/s listed within the *Literature List form*.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Expert Role (professional title)** | **Name and Surname** | **Nationality** | **Age** | **Qualification Title** | MQF Level  **(or equivalent)** | Public Employee?  **(choose only one option)** | **Authorization to practice profession in Malta** |
| **KE1 Mechanical Engineer** |  |  |  |  |  | Yes  No | Yes  No |
| **KE2 Occupational Health and Safety Officer** |  |  |  |  |  | Yes  No | NA |

**N.B. The same person cannot represent more than one role both roles.**

Qualifications required are defined with reference to the Malta Further & Higher Education Authority (MFHEA) (previously known as the Malta Qualifications Council) (<https://mfhea.mt/academic-qualifications/>).

It shall be the Tenderers’ obligation to ascertain that the qualifications possessed by the Key Experts proposed by them are equivalent to the established MQF/EQF Level prior to tender submission. The Evaluation Committee reserves the right to request the determination of the Malta Further & Higher Education Authority (MFHEA) (previously known as Malta Qualifications Council (MQC)) in checking the equivalency of the qualifications, which shall be final. The Malta Qualifications Recognition Information Centre (MQRIC) is the competent body within the Malta Further and Higher Education Authority (MFHEA) (previously known as NCFHE) that recognises qualifications against the Malta Qualifications Framework (MQF)​ and whose portal can be accessed here <https://mfhea.mt/>.

**Key Experts whose qualifications do not meet the minimum requirements in terms of equivalency, or the equivalency of which is dubious or cannot be determined, shall be rejected.**

**PROFESSIONALS DECLARATION FORM**

**To Be completed by TENDERERS WHOSE PROPOSED KEY EXPERT/S IS/ARE NOT YET IN POSSESSION OF A FORMAL APPROVAL TO PRACTICE THE RELEVANT PROFESSION IN MALTA.**

I, the undersigned, hereby declare and commit myself to, in case of award, provide the Contracting Authority (CA) with the necessary valid documentation which attests that the proposed Key Expert/s has/have been duly authorised by the relevant official body to operate the requested and indicated profession in Malta. I also confirm that the aforementioned documentation shall be made available to the CA within one (1) month from notification of contract award (letter to successful bidder) date.

In addition to the aforesaid, if the named authorisation is not made available within the stipulated timeframe, the Key Expert/s being proposed shall be substituted without further delay (within 2 working days from notification). The alternative Key Expert proposed shall:

1. **for CfTs carrying BPQR award criteria:** fulfil or exceed the qualifications of the one proposed at tender submission stage;
2. **for CfTs carrying Price/Cost award criteria:** fulfil or exceed the minimum qualifications requested in the relevant Procurement Documents.

**Name of Tenderer: ....................................................................**

**Signature: ....................................................................**

**Date: .....................................................................**

**PUBLIC EMPLOYEES DECLARATION FORM**

**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 595 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.

In addition, as per the requirements of **Article 6.2.3.1 (Private Work) of the Public Service Management Code (PSMC)**, I also declare that the necessary approval from the respective Permanent Secretary or the Chairperson/CEO as the case may be has been sought, thus granting the undersigned permission to engage in business outside my official duties.

Furthermore, I confirm that I shall also abide by the provisions laid down in Article 21 – Ethics Clauses of the General Rules Governing Tendering.

**Name and Surname of Key Expert: ....................................................................**

**Signature: ....................................................................**

**Date: .....................................................................**

**STATEMENT OF AVAILABILITY**

**To Be completed by each individual key expert if required**

**Publication ref: …………………**

I, the undersigned, hereby declare my availability in the above-mentioned tender procedure in case of award. I further declare that I am able and willing to work for the period(s) foreseen for the position, even if there are delays in the conclusion of Contracts beyond the validity of offers, for which my CV has been included in the event that this tender is successful.

I confirm that during the implementation stage of this contract I will not be engaged in another project in a position which will prevent me from providing the services for which I am being nominated for this tender**.**

Furthermore, should this tenderer be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts and that the notification of award of contract to the tenderer may be rendered null and void.

**Name and Surname of Key Expert**: ....................................................................

**Signature: ....................................................................  
Name of Tenderer: ....................................................................**

**Date: .....................................................................**