



MALTA RESOURCES AUTHORITY



EUROPEAN REGIONAL DEVELOPMENT FUND
MALTA 2007-2013

Malta Resources Authority

Millennia, Aldo Moro Road, Marsa MRS 9065 Malta

Telephone: (356) 21220619

Fax: (356) 22955200

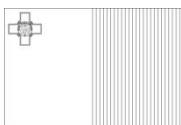
Call for Quotations

Closing Date: 9th January 2015 at 10:00 am

Date Published: 12th December 2014

Quotation Reference: MRA/ENE/70/14

**SUBJECT: CALL FOR QUOTATIONS FOR INSPECTION SERVICES IN
CONNECTION WITH PROJECT ERDF 288 – PROMOTION OF
RENEWABLE ENERGY SOURCES IN THE DOMESTIC SECTOR (2012)**



Operational Programme I – Cohesion Policy 2007-2013
Investing in Competitiveness for a Better Quality of Life
Project part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds
Investing in your future



CALL FOR QUOTATIONS

INSPECTION SERVICES IN CONNECTION WITH PROJECT ERDF 288 – PROMOTION OF RENEWABLE ENERGY SOURCES IN THE DOMESTIC SECTOR (2012)

1. Objective

This Call for Quotation is being issued by the Malta Resources Authority, hereinafter referred to as “the Contracting Authority”, in connection with project ERDF 288 – Promotion of renewable energy sources in the domestic sector (2012). The purpose of the quotation is to procure inspection services in Malta and Gozo in relation to alternative energy grant schemes.

The provider of services shall be required to carry out duties as described further on and as requested by the Contracting Authority. Payments will be on per inspection basis. The Contract will be for 75 inspections and these are to be performed within 2 months from the date of issue of the ‘Order to Start Works’ by the Contracting Authority.

The award of this quotation shall, for all intents and purposes, not constitute a contract of employment, and the provider of services shall not be deemed nor considered as an employee of the Contracting Authority.

2. Documentation

A form entitled “**Schedule of Rates/Prices**” is attached with the Call for Quotation document. Prospective bidders are requested to complete the form, giving the rates/prices in EURO for each item as indicated, inclusive of VAT and all taxes and any other charges as applicable. This form must be filled in and submitted with the Call for Quotations document.

A form entitled “**Quotant’s Details Form**” is attached with the Call for Quotations document. Prospective bidders are requested to fully complete the form and submit it with the Call for Quotations document.

A form entitled: “**Specification Form**” is attached with the Call for Quotations document. Prospective bidders are requested to complete the form by filling in the requested data and submit it with their Quotation offer.

Quotants are also requested to submit with their quotation offer the Curriculum Vitae of the person/s nominated to provide the services required and which shall corroborate the details filled in the Specification Form. All Documents provided shall be written in English Language.

3. Rates/Prices

The quotation rates/prices shall cover the whole of the services as described in the Call for Quotations document.

The quotant shall provide a breakdown of the overall rates/prices in Euro (€).

Quotants must quote all components of the price **inclusive** of taxes, customs and import duties and any discounts. Quotants not registered with the VAT authority in Malta, must **still** include in their financial offer any VAT that the contracting authority may have to pay either in Malta or the country where the quotant is registered irrespective of the reverse charge mechanism. The financial offer will be considered as the total financial cost to the contracting authority including any VAT that may have to be paid not through the winning quotant. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.

4. Currencies of Quotation and Payments

The currency of the Call for Quotations is the Euro (€). All sums in the breakdown of the overall rates/price and in other documents shall be expressed in Euro (€).

The Contractor shall submit VAT invoices in accordance with the Twelfth Schedule of the VAT Act. Invoices shall only be registered as valid if in full compliance with this clause and the Contracting Authority shall not be held liable for delays in payments due should the Contractor have submitted an invalid invoice. Invoices submitted not in accordance with this requirement shall not be processed for payment and the Contracting Authority reserves the right to request the Contractor to re-issue the invoice accordingly.

Payment of bills shall be stopped whenever, in the opinion of the Contracting Authority, the Contractor is under penalty for breach of any conditions of the Contract.

5. Method of Submissions

A written proposal for this Call for Quotations shall be submitted at the Finance and Administration Section of the Malta Resources Authority, Marsa by the time and date indicated in the attached notice. Quotations are to be delivered to the following address:

**The Financial Controller
Finance and Administration Section
Malta Resources Authority
Millennia, 2nd Floor
Aldo Moro Road
Marsa, MRS 9065
MALTA**

Late submissions shall not be accepted. The proposal for this Call for Quotations shall be closed in a sealed package with the Quotation reference clearly marked on it and submitted either by recorded delivery (official postal/courier service) or hand delivered and deposited in the Quotation Box at the Finance and Administration Section of the Malta Resources Authority. Under no circumstances will hand delivered quotations be accepted if they are handed to an employee of the Malta Resources Authority instead of being deposited in the Quotation Box as stipulated above. **Any method of submission other than the above shall NOT be accepted.**

6. Criteria for Award

The sole award criterion shall be the rates. The contract shall be awarded to the cheapest priced quotation satisfying the administrative and technical criteria.

7. SPECIFICATIONS AND CONDITIONS

7.1 Contract Objective

This quotation is being issued by the Malta Resources Authority in connection with project ERDF 288 – Promotion of renewable energy sources in the domestic sector (2012). The purpose of the quotation is to procure inspection services in relation to alternative energy grant schemes.

7.2 Contract Term and Frequency of Use

The Contract will be for 75 inspections and these are to be performed within 2 months from the date of issue of the ‘Order to Start Works’ by the Contracting Authority.

The commencement of this contract shall be upon the issuance of the ‘**Order to Start Works**’, issued by the Contracting Authority. The Contractor will be expected to sign a confidentiality agreement prior to the commencement of the contract. Unsatisfactory performance during the contract period will lead to termination of the contract. .

7.3 Services Required

The services to be provided shall include:

- i. Performing site inspections post-installation of 75 domestic PV installations and report the findings of each inspection.
- ii. Participate in meetings with auditors, MRA staff, and others as required as follow up to the inspections.

The objective of each inspection is to:

- confirm that the equipment installed is as per grant offer and invoice;
- compare output of system with expected output of a standard system;

It is not the objective of the inspection to carry out electrical or mechanical testing of the system and such tests should not be carried out since the system would already have been certified by an engineer. However, any deterioration or technical defects that are identified on visual inspection should be noted in the report.

Inspection services can be carried out during normal and outside office hours, even during weekends. However, all contacts with the MRA shall have to be carried out during normal office hours. Time schedules shall be prepared by the contractor, following contacts with customers involved.

The contact point within the Authority for the inspector will be the Chief Executive Officer, or any other officer as may be designated by the Chief Executive Officer.

Office space will not be provided by the Contracting Authority.

7.4 Qualification Criteria

Persons eligible for qualification and consideration to provide inspection services must as a minimum:

- i. have at least two (2) years practical experience in providing site inspection, installation or certification services on renewable energy systems; [Experience claimed must be demonstrated by testimonials and/or track record reports.]
- ii. have the ability to grasp the technical issues related to the schemes being implemented. (Level 4 certificate in a relevant subject should be provided).
- iii. be of good moral character (a police certificate of conduct issued within six months prior to the closing date of applications should be provided);
- iv. have the ability to communicate fluently in the Maltese and English Languages (Copies of O level/Matsec certificates in Maltese and English languages are to be provided).

In addition, applicants must be:

- i. citizens of Malta; or
- ii. citizens of another European Union member State; or
- iii. citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); or
- v. the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

The applicant must confirm that he did not have any professional, personal or family allegiance in any manner whatsoever with any retailer involved in the installation of PV systems in the Maltese Islands for the past 2 years.

7.5 Responsibility to Provide the Services

The quotant shall submit a CV of the inspector who is being proposed to carry out the services required by the Authority.

The services cannot under any circumstances be delegated to any other person or, in the case of firms, to any other junior members of the firm without the prior written approval of the Authority.

For the avoidance of any doubts all the services referred to in this quotation are expected to be carried out by the nominated person whose CV and details are referred to in the quotation offer.

Without Authority's prior written authorisation, no sub-contracting shall be permitted under this contract

7.6 Insurance, equipment and Materials

The Inspector shall provide his own vehicle (including fuel) at his own cost.

The Inspector shall also provide his own equipment including but not limited to a Laptop, digital camera etc .

Quotants are requested to send their quotation for the services required including equipment and materials.

Inspectors are to obtain insurance cover for third party liability.

7.7 Working Hours

The Authority requires that the duties requested are performed during such times as directed by the Malta Resources Authority.

7.8 Standard of Work and Warranties

All the duties carried out by the Inspector shall be performed diligently, in a good competent manner and to high standards of professional competence. This Contract shall be terminated or suspended if the Inspector does not carry out the requested duties to the standards and practices stipulated by the Authority.

If the Authority notices that a job was not done to its satisfaction, the inspector shall be requested to rectify at no extra payment, and within the time-limits and upon those instructions as shall be given by the Authority.

Successful applicants will be required to sign a declaration of confidentiality and a declaration of conflict of interest.

7.9 Payment for Jobs

Payment shall be made at a fixed rate for every inspection carried out as directed by the Authority. The inspector shall be paid upon completion of the full assignment. The selected inspector will have to submit an invoice and a fiscal receipt for payments to be effected.

QUOTANT'S DETAILS

Name of Quotant
Address
VAT Registration Number
I.D. / Passport Number
Signature
Date

STATEMENT ON CONDITIONS OF EMPLOYMENT

Quotants are to ensure that self-employed personnel registered with Maltese Authorities are not engaged as employees of the company on this contract. Self-employed personnel may be engaged as subcontractors or as partners in a Joint Venture.

Non-compliance will invalidate the contract.

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as 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.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

I agree and commit to submit a copy of the monthly payslips of the employees being detailed to carry out the services and also the copies of the FS3 forms at the end of the year if so requested.

Signature:

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

Date:

SPECIFICATIONS FORM

(To be completed by the Quotant or an Authorised Representative)

Quotation reference	Quotation - Minimum Requirements	Specifications of proposal offered by Quotant: <i>To be filled in by Quotant</i>	Confirmation whether quotant's offer meets quotation's minimum requirements – <i>Mark Y (Yes) or N (No) as applicable</i>
IMPORTANT NOTE: QUOTANTS MUST COMPLETE BOTH COLUMNS.			
	I. have at least two (2) years practical experience in providing site inspection services on renewable energy systems; [Experience claimed must be demonstrated by testimonials and/or track record reports.		
	II. have the ability to grasp the technical issues related to the schemes being implemented. (Level 4 certificate in a relevant subject should be provided)		
	III. be of good moral character (a police certificate of conduct issued within six months prior to the closing date of applications should be provided)		
	IV. have the ability to communicate fluently in the Maltese and English Languages (Copies of O level/Matsec certificates in Maltese and English languages are to be provided).		

Name of Quotant: _____

Date: _____

I.D. No.: _____

Signature: _____

9. SCHEDULE OF PRICES & RATES

This form must be filled in and submitted with the quotation document. Failure to fill in the form, or a form with incomplete information, or form containing ambiguous financial information (e.g. rates, totals etc) shall disqualify the quoted submission.

(To be completed by the Quotant or an Authorised Representative)

Item	Description	Quantity (distribution between Malta and Gozo indicative and for adjudication purposes only)	Rate per inspection (including VAT and other taxes/charges)	Total - Euros (inclusive of VAT, ECO- Contribution and any other charges/taxes)
1	Inspection and report per site in Malta and Gozo	75 Inspections		
2	Rate per hour (in case follow up meetings with auditors are required)	10 hours		
Total				

Quotant's Declaration:

I hereby bind myself to deliver the service quoted for as stipulated in the call for quotations.

I also declare that I did not have any professional, personal or family allegiance in any manner whatsoever with any retailer involved in the installation of PV systems in the Maltese Islands for the past 2 years.

Name of
Quotant: _____

Date: _____

I.D. No.: _____

Signature: _____