

MRA/ENE/35/13/1

2nd July, 2015

Clarification No 1

Call for quotations: Internal control services in connection with Project ERDF 288 – Promotion of Renewable Energy Sources in the domestic sector (2012)

Query 1: Statement on Conditions of Employment

Answer 1: The ‘Statement on Conditions of Employment’ document should be superseded with the document in Annex 1.

Query 2: E-mail address to use for any clarifications

Answer 2: Any clarifications for this call for quotations should be referred to enquiry@mra.org.mt

Query 3: Can you kindly explain why the Authority is envisaging the need to perform physical checks on installations to satisfy the requirements above? An auditor could confirm the Authority's procedure to undertake physical inspections through the review of physical inspection reports, for example

Answer 3: The auditor may use the inspector to verify that the systems were actually installed, or to confirm that the system had not been installed prior to issue of grant offer. There is no requirement for the auditor to perform physical inspections.

Query 4: Would all PV systems applied for be installed by the time the audit is required, so that a random sample from the population be chosen?

Answer 4: Not all the PV systems will be installed during the time of the audit.

Query 5: Can you describe the nature of the resources that the Authority would make available for the physical inspections? Would the auditor need to attend the physical inspections as well?

Answer 5: The Authority will make available the service of an inspector. The auditor is not required to attend the physical inspections.

ANNEX 1

STATEMENT ON CONDITIONS OF EMPLOYMENT

1. I hereby declare 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.
2. I hereby declare that no part of the services to be provided under this contract shall be sub-contracted.
3. I hereby declare that the service being provided under this contract will not be carried out by self-employed persons registered with the Maltese Authorities, but will be carried out solely by my employees. Self-employed personnel may be engaged as partners in a Joint Venture/Consortium.
4. I hereby declare that all my employees have a written contract of service and are registered with the competent authority of my country.
5. I hereby declare that my 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 contributions and income tax).
6. I hereby declare that all the wages/salaries of my employees are paid only by direct payment in the employee's bank account.
7. I hereby declare that during the execution of this contract, if and when requested by the Contracting Authority or the Director of Industrial and Employment Relations, I shall provide a copy of the contracts of service, payslips, FS3 forms and bank statement of wages/salaries deposits of any of my employees irrespective of whether such employees are employed on this contract for inspection.
8. I hereby declare that I shall submit to the Contracting Authority a list of the employees to be engaged on the contract after the award of the contract.
9. I hereby declare that if I am found in breach of any of the above declarations I accept that this contract will be terminated and that I will have no right to be compensated for any damage I may have suffered or will suffer in the future in respect to this termination.
10. I am hereby attaching the minimum hourly workers' costs for this contract and a breakdown of the employees' costs in global sum contracts.

Name and surname

Signature of Bidder

I.D. No

Date



MALTA RESOURCES AUTHORITY

BREAKDOWN OF TENDERER'S EMPLOYEES' COSTS

Refer Clause 10 of Statement of Conditions of Employment - (To be completed by bidder)

Employee Category	Wage: € /hour	Employer's National Insurance contribution : €/hour	Vacation Leave: € / hour	Bonus: € / hour	Public Holidays € / hour	Sick leave and other leave Entitlements € /hour	TOTAL : €/hour