



Malta Resources Authority

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Call for Quotations

Closing Date: **22nd March 2016 at 10:00am**

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Quotation Reference: **MRA-06-16**

**SUBJECT: CALL FOR QUOTATIONS FOR THE PROVISION OF
INSPECTION SERVICES OF GROUNDWATER SOURCES**

CALL FOR QUOTATIONS

CALL FOR QUOTATIONS FOR THE PROVISION OF INSPECTION SERVICES OF GROUNDWATER SOURCES

1. Objective

This Call for Quotation is being issued by the Malta Resources Authority (MRA), hereinafter referred to as “the Contracting Authority”, for the provision of inspection services of groundwater sources present in the Maltese territory.

The provider of inspection services shall be suitably qualified technically as described below and shall be required to carry out duties as described below and as requested by the Contracting Authority. Payments will be on “per inspection basis”. The inspections will be performed over a maximum period of six 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 “**Quotant’s Details**” is attached with this Call for Quotations document. Quotants are requested to fully complete the form and submit it with their Quotation offer.

A form entitled “**Statement on Conditions of Employment**” is attached with this Call for Quotations document. Quotants are to ensure compliance with the specifications therein and are requested to fully complete the form and submit it with their Quotation offer.

A form entitled “**Specifications Form**” is attached with this Call for Quotations document. Quotants are to ensure compliance with the specifications therein and are requested to complete the form by filling in the requested data and submit it with their Quotation offer.

A form entitled “**Schedule of Prices & Rates**” is attached with this Call for Quotations document. Quotants are requested to complete the form, giving the rates/prices in Euro (€) for each item as indicated, inclusive of all taxes and any other charges as applicable, but exclusive of VAT. It should be pointed out that the quantities specified in this form are only indicative and have been included in this Call for Quotations document for adjudication purposes only. The number of tests that shall be performed during the execution of the Contract, as well as the distribution among the different tests, will be solely at the discretion of the Contracting Authority. This form must be filled in and submitted with the Quotation offer submitted by the Quotants. The latter shall not, at any time of the Contract period, request a revision of the rates/prices.

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, but excluding VAT. The financial offer will be considered as the total financial cost to the Contracting Authority. 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 be bound to conform in all respects with VAT legislation and regulations. Prospective bidders should note that the Malta Resources Authority is a non-taxable legal person in accordance with the provisions of the Value Added Tax Act, 1998. MRA is not registered for VAT purposes (i.e. it does not have a VAT number) and fiscal receipts have to be issued by the successful Contractor to the Contracting Authority for all payments effected.

The Contractor shall submit VAT invoices and fiscal receipts 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 Malta Resources Authority, Marsa by the time and date indicated on the front page of this Call for Quotations document. Quotations are to be delivered to the following address:

**The Chief Executive Officer
Malta Resources Authority
Millennia Buildings, 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 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 (the “Contracting Authority”). The purpose of the quotation is to procure inspection services of groundwater sources present in the Maltese territory, as instructed by the Contracting Authority. All the inspections shall be adequately documented in reports in the form and manner specified by the Contracting Authority.

7.2 Contract Term and Frequency of Use

- 7.2.1 The Contract will be for inspections of groundwater sources in the Maltese territory which are to be performed over a maximum period of six months from the date of issue of the **“Order to Start Works”** by the Contracting Authority.
- 7.2.2 The commencement of the Contract shall be upon the issuance of the **“Order to Start Works”**, issued by the Contracting Authority.
- 7.2.3 The Contractor will be expected to sign a confidentiality agreement and a conflict of interest declaration prior to the commencement of the Contract.
- 7.2.4 Unsatisfactory performance during the Contract period will lead to termination of the Contract.

7.3 Submission of Literature

Quotants are requested to submit the documents specified in the **“Specifications Form”** with their Quotation offer. All the documents provided shall be written in the Maltese or English Language.

7.4 Services Required

- 7.4.1 The services to be provided shall include:
- i. perform site inspections of groundwater sources in the Maltese territory and report the findings of each inspection;
 - ii. participate in meetings with auditors, staff of the Contracting Authority and others, as required by the Contracting Authority, as a follow up to the inspections; and
 - iii. additional reporting.
- 7.4.2 The objectives of the inspections are the following:
- i. verification of the information on the groundwater sources available at the Contracting Authority;
 - ii. reading the exact GPS location of the groundwater sources and the respective Northings and Eastings on MEPA site plans;
 - iii. measurement of the conductivity of a sample of the groundwater taken from the sources;
 - iv. measurement of the depth of the groundwater source;
 - v. measurement of the diameter of the well;
 - vi. reading the height above the mean sea level of the groundwater source;
 - vii. taking note if the groundwater sources are metered or not;
 - viii. take a reading of the meter, where a meter is installed;
 - ix. identification of actual users and estimation of quantity used per user;
 - x. collection of a half-litre sample of water from the groundwater source and adequate labelling;
 - xi. pass useful information regarding the use of the groundwater source to the main applicant; and
 - xii. check and report on the status of other technical characteristics of the groundwater source and its ancillary equipment, as deemed necessary by the Contracting Authority.
- All the above is to be adequately documented in reports, which shall include clear photographic evidence of the findings.
- 7.4.3 The Contracting Authority shall provide to the successful Contractor the following information for each inspection that shall be performed:
- i. the name of the main applicant of the groundwater source;
 - ii. the telephone or mobile number of the main applicant of the groundwater source;
 - iii. the address of the groundwater source; and
 - iv. any details as deemed appropriate by the Contracting Authority.
- 7.4.4 Solely for adjudication purposes, in this Call for Quotations document, the number of inspections which shall include measurement of the depth of the groundwater source and respective reporting is being indicatively set at five (5) inspections throughout the performance of the Contract. However, the Contracting Authority shall not bind itself by this figure and reserves the right to hold as many such tests as it deems fit.
- 7.4.5 The depth of groundwater sources shall be preferably measured by making use of a dip tape.

- 7.4.6 Solely for adjudication purposes, in this Call for Quotations document, the number of inspections of groundwater sources in Gozo and respective reporting is being indicatively set at ten (10) inspections throughout the performance of the Contract. However, the Contracting Authority shall not bind itself by this figure and reserves the right to hold as many such tests as it deems fit.
- 7.4.7 The successful Contractor shall undertake to perform the inspections assigned by the Contracting Authority and to submit the respective reports by no later than five (5) working days from the date on which the said inspections shall be assigned by the Contracting Authority.
- 7.4.8 The Contracting Authority shall bind itself to assign to the successful Contractor no more than 3 inspections per week.
- 7.4.9 The successful Contractor shall undertake to perform any inspection deemed to be urgent by the Contracting Authority and to submit the respective reports by no later than the end of the working day following that on which the said inspection shall be assigned by the Contracting Authority.
- 7.4.10 Solely for adjudication purposes, in this Call for Quotations document, the number of urgent inspections and respective reporting is being indicatively set at ten (10) inspections throughout the performance of the Contract. However, the Contracting Authority shall not bind itself by this figure and reserves the right to hold as many such tests as it deems fit.
- 7.4.11 The Contracting Authority retains the right to be present during the performance of such inspections. It is solely within the discretion of the Contracting Authority to decide if, in fact, to be present for an inspection.
- 7.4.12 The successful Contractor shall set appointments with the main applicant of a groundwater source.
- 7.4.13 The successful Contractor shall, at all times, follow any instructions given by the Contracting Authority, according to the specific aim of an inspection.
- 7.4.14 The successful Contractor shall act in a professional manner and shall not divulge the sites which shall be inspected to any person, natural or legal, except to those strictly necessary to perform the duties under this Call for Quotations document.
- 7.4.15 The successful Contractor shall, at all times, wear in a prominent manner the identification card issued by the Contracting Authority, whenever providing the services specified in this Call for Quotations document. This identification card will be returned within two weeks from the termination of the Contract.

7.5 Specifications

- 7.5.1 Throughout the execution of the services described in this Call for Quotations document, the contact point within the Contracting Authority for the successful Contractor will be the Chief Executive Officer, or any other officer as may be designated by the Chief Executive Officer.

- 7.5.2 The Contracting Authority will not provide any office space, accommodation or equipment to the successful Contractor or his/her staff.
- 7.5.3 Inspection services can be carried out both during normal office hours and outside such hours, even during weekends. However, all contact with the Contracting Authority shall be made during normal office hours.

7.6 Qualification Criteria

- 7.6.1 Persons eligible for qualification and consideration to provide inspections services as required in this Call for Quotations document must as a minimum:
- i. be in possession of an engineering warrant or of a university degree in hydrology or chemistry (copy/copies of the engineering warrant/s or of the university degree certificate/s should be submitted);
 - ii. be of good moral character (police certificate/s of conduct issued within six months prior to the closing date should be submitted);
 - iii. have the ability to communicate fluently in the Maltese and English languages (Copies of O level/Matsec certificates in the Maltese and English languages should be submitted); and
 - iv. be:
 - (a) citizens of Malta; or
 - (b) citizens of another European Union Member State; or
 - (c) 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
 - (d) 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.(A declaration substantiated by adequate proof should be submitted.)
- 7.6.2 The documents submitted should corroborate clearly. The Contracting Authority retains the right to disqualify Quotation offers with which documents containing ambiguous information would have been submitted.

7.7 Reporting and Payment Terms

- 7.7.1 The person performing an inspection shall also compile the respective report. The report shall include the name/s of the person/s who performed the inspection and who compiled the respective report.
- 7.7.2 The successful Contractor shall submit accurate and timely reports, written in the Maltese or English language, to the Chief Executive Officer of the Contracting Authority as specified in this Call for Quotations document and as may be required by the Contracting Authority.

- 7.7.3 Payment shall be due at a fixed rate for every inspection carried out as directed by the Contracting Authority.
- 7.7.4 At the end of each month, once all the individual inspection reports assigned by the Contracting Authority to the successful Contractor during that month would have been submitted by the latter and accepted by the Contracting Authority, the successful Contractor shall send an invoice and a fiscal receipt to the Contracting Authority accompanied by a progress report showing all the inspections assigned and performed, as well as all the reports submitted, under the Contract, throughout that month.
- 7.7.5 The final invoice and the final fiscal receipt must be accompanied by a final report listing all the inspections assigned and performed, all the reports submitted and all the invoices and fiscal receipts issued, under the Contract, together with any recommendations for the consideration of the Contracting Authority. This final report shall be received by the Contracting Authority by not later than the end of the sixth month following the issue of the “Order to Start Works”.

7.8 Responsibility to Provide the Services

- 7.8.1 For the avoidance of any doubts, all the services referred to in this Call for Quotations document are expected to be carried out by the nominated person/s whose warrant or degree is referred to in the Quotation offer.
- 7.8.2 The services cannot, under any circumstances, be delegated to any other person, both legal and natural, or, in the case of firms, to any other junior members of the firm, without the prior written approval of the Contracting Authority.
- 7.8.3 Without the prior written authorisation of the Contracting Authority, no sub-contracting shall be permitted under the Contract.

7.9 Insurance, Equipment and Materials

- 7.9.1 The successful Contractor shall provide adequate means of transportation (including fuel) for all the persons performing the duties under this Call for Quotations document.
- 7.9.2 The successful Contractor shall provide any equipment and consumables that shall be needed for the completion of the services described in this Call for Quotations document for all the persons who shall provide these services.
- 7.9.3 The successful Contractor shall provide adequate personal protective equipment for all the persons performing the duties under this Call for Quotations document.
- 7.9.4 Quotants are requested to send their quotation for the services required including equipment and materials.

- 7.9.5 The successful Contractor shall obtain personal insurance cover, insurance cover for third party liability and indemnity insurance cover for all the persons performing the duties under this Call for Quotations document.

7.10 Working Hours

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

7.11 Standard of Work and Warranties

- 7.11.1 The successful Contractor shall perform the duties in this Call for Quotations document diligently, in a good competent manner and to high standards of professional competence. The Contract shall be terminated or suspended if the requested duties are not carried out to the standards and practices stipulated by the Contracting Authority. The successful Contractor will be required to sign a declaration stating this.
- 7.11.2 The Contracting Authority intends to continuously monitor the duties performed under this Call for Quotations document and reserves the right to request rectifications both on the way in which inspections are performed, as well as on the content of the reports compiled.
- 7.11.3 If the Contracting Authority notices that a job was not done to its satisfaction, the successful Contractor shall be requested to rectify at no extra payment, and within the time-limits and upon those instructions as shall be given by the Contracting Authority, including the need to repeat the inspection at the site of the groundwater source.
- 7.11.4 The Contracting Authority shall assess the performance of the successful Contractor on timeliness and quality.
- 7.11.5 The successful Contractor shall help officers from the Contracting Authority to conduct audits while the former is performing duties under this Call for Quotations document. This support shall also be extended to any other personnel not employed by the Contracting Authority but authorised by it to act on its behalf. The Contracting Authority retains the right to conduct such audits both on the sites of the groundwater sources and at the premises of the successful Contractor.
- 7.11.6 A confidentiality agreement shall be signed by the successful Contractor and by any other person that shall be involved in the execution of the Contract. Furthermore, if the successful Contractor is found in breach of the confidentiality agreement, the Contracting Authority can issue a fine of ten thousand Euro (10,000€).
- 7.11.7 The successful Contractor shall be required to sign a declaration of conflict of interest.

QUOTANT'S DETAILS

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

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

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

I.D. No.:

Date:

BREAKDOWN OF TENDERER'S EMPLOYEES' COSTS

Refer to Clause 10 of the “Statement of Conditions of Employment”

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

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

Name of Quotant:

Date:

I.D. No.:

Signature:

SPECIFICATIONS FORM

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

Quotation reference	Quotation - Minimum Requirements	Specifications of the proposal offered by the Quotant: <i>To be filled in by the Quotant</i>	Confirmation whether the Quotation offer meets the minimum requirements of this Call for Quotations document: <i>Mark Y (Yes) or N (No) as applicable</i>
IMPORTANT NOTE: QUOTANTS MUST COMPLETE BOTH COLUMNS.			
7.6.1	Persons eligible for qualification and consideration to provide inspections services as required in this Call for Quotations document must as a minimum: i. be in possession of an engineering warrant or of a university degree in hydrology or chemistry (copy/copies of the engineering warrant/s or of the university degree certificate/s should be submitted); ii. be of good moral character (police certificate/s of conduct issued within six months prior to the closing date should be submitted) iii. have the ability to communicate fluently in the Maltese and English languages (Copies of O level/Matsec certificates in the Maltese and English languages should be submitted).		
	iv. be: (a) citizens of Malta; or (b) citizens of another European Union Member State; or (c) citizens of other countries to which the EU provisions on free movement of persons apply (in		

Quotation reference	Quotation - Minimum Requirements	Specifications of the proposal offered by the Quotant: <i>To be filled in by the Quotant</i>	Confirmation whether the Quotation offer meets the minimum requirements of this Call for Quotations document: <i>Mark Y (Yes) or N (No) as applicable</i>
IMPORTANT NOTE: QUOTANTS MUST COMPLETE BOTH COLUMNS.			
	<p>case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); or</p> <p>(d) 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.</p> <p>A declaration substantiated by adequate proof should be submitted.</p>		
7.9.1	A declaration that adequate means of transportation (including fuel) shall be made readily available for all the persons performing the duties under this Call for Quotations document should be submitted.		
7.9.2	A declaration that any equipment and consumables that shall be needed for the completion of the services described in this Call for Quotations document shall be made readily available for all the persons who shall provide these services should be submitted.		
7.9.3	A declaration that adequate personal protective equipment shall be made readily available for all the persons performing		

Quotation reference	Quotation - Minimum Requirements	Specifications of the proposal offered by the Quotant: <i>To be filled in by the Quotant</i>	Confirmation whether the Quotation offer meets the minimum requirements of this Call for Quotations document: <i>Mark Y (Yes) or N (No) as applicable</i>
IMPORTANT NOTE: QUOTANTS MUST COMPLETE BOTH COLUMNS.			
	the duties under this Call for Quotations document should be submitted.		
7.9.5	i. A declaration that personal insurance cover shall be obtained for all the persons performing the duties under this Call for Quotations document should be submitted. ii. A declaration that insurance cover for third party liability shall be obtained for all the persons performing the duties under this Call for Quotations document should be submitted. iii. A declaration that indemnity insurance cover shall be obtained for all the persons performing the duties under this Call for Quotations document should be submitted.		

Name of Quotant:

Date:

I.D. No.:

Signature:

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 a 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	Unit	Rate – Euro per inspection (inclusive of ECO- contribution and any other charges/taxes, but exclusive of VAT)	Quantity (indicative and for adjudication purposes only)	Total – Euros (inclusive of ECO- contribution and any other charges/taxes, but exclusive of VAT)
1	Inspections of groundwater sources in Malta and respective reporting as specified in this Call for Quotations document	number of inspections		30	
2	Inspections of groundwater sources in Gozo and respective reporting as specified in this Call for Quotations document	number of inspections		10	
3	Inspections which shall include measurement of the depth of the groundwater source as specified in this Call for Quotations document	number of inspections		5	

Quotant’s Declaration:

I hereby bind myself to deliver the service quoted for as stipulated in the Call for Quotations document.

Name of Quotant: **Date:**

I.D. No.: **Signature:**
