



MALTA RESOURCES AUTHORITY

MRA/ENE/43/2013/1

3 July 2013

**Quotation for Photocopiers leasing
Addendum 1:**

This addendum should be held as applicable to the quotation and the following conditions will form part of the mandatory conditions of the service contract resulting from the outcome of this quotation:

1. A guarantee that the services provided will not be subcontracted to third parties;
2. A guarantee that the contractual work will not be carried out by self-employed persons but solely by employees of the tenderer;
3. A guarantee that all the employees of the tenderer, whether providing services to the contracting authority or not, have a written contract of service and are registered with the Employment & Training Corporation. On award of the contract the tenderer shall furnish a list of employees who will be providing services to the contracting authority as well as having copies of the written contracts of service of any of the employees available at any time for inspection.
4. Tenderer shall ensure that all employees are to 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 security contributions and income tax).
5. Tenderer shall ensure that employee's wages/salaries are paid only by direct payment in the employee's bank account;
6. The tenderer is to guarantee that the relevant bank statements of wage/salaries' deposit and copies of the detailed payslips are to be made available as and when required by the Director of Industrial & Employment Relations;
7. The contractor shall be obliged to specify the minimum hourly workers' costs in quotations involving the provision of employees' services and shall also provide a breakdown of the employee costs in quotations where the quotation requires a global sum covering the services to be provided.
8. Apart from the above conditions which the tenderer must abide with, the contracting authority will also keep accurate timesheets of the work carried out by the tenderer's employees. The tenderer shall be bound to ensure that any employees provided to carry out services at the contracting authority shall be obliged to register their presence at the contracting authority's premises on these timesheets.

9. Following the award of any quotation, if it results that a tenderer has not adhered in any way to the conditions of the contract and/or has in any way breached industrial and employment legislation, then the contract may be terminated. In addition the Director General (Contracts) (Contracts) may also terminate any other contract/s that such contractor may have with any other Government Department or Public Sector Organisation.
10. Any breach of regulations emanating from the Employment and Industrial Relations Act, the Employment and Training Services Act and the Occupational Health and Safety Authority Act may constitute sufficient grounds for the termination of any contract awarded as indicated above.

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