



**MRA/ENE/37/2013**

10<sup>th</sup> September, 2013

Clarification no. 7

**TENDER FOR THE PROVISION OF VERIFICATION SERVICES ON SECURITY OIL STOCK**

**Question 1:**

With respect to declaration 10 in *Statement of Conditions of Employment* form (p.38 of the Tender document), does the term “minimum hourly workers’ costs” refer to the basic wage divided by the annual number of hours of work for the lowest paid Professional Staff Member included within the *Professional Staff Overview* form (p.41 of the Tender document)? If not, kindly clarify this requirement.

**Answer 1:**

1. The minimum hourly workers’ cost should reflect the basic hourly rate as well as vacation leave, statutory bonus/weekly allowance, public holidays etc

The figures below represent the relative calculation for the national minimum wage, i.e. €8,433.88 p.a.

2013

Basic hourly rate	€4.05
Vacation Leave	€0.37
Bonus/Weekly Allowance	€0.25
Public Holidays	€0.22
NI	€0.41 (if principal employment)
*TOTAL (excluding VAT)	€5.30

\*Sick Leave or other leave entitlements (for example - bereavement, birth, marriage, maternity) are not taken into account in the above calculation. Thus, please confirm that the employees are entitled to sick leave and other leave entitlements in accordance with the provisions of employment law.

This is required in respect of all the grades of workers to be deployed in the carrying out of the services required in terms of this tender.



**Question 2:**

With respect to declaration 10 in *Statement of Conditions of Employment* form (p.38 of the Tender document), how does the term “a breakdown of the employees’ costs in global sum contracts” differ from the term “minimum hourly workers’ costs”?

**Answer 2:**

The term “minimum hourly workers’ costs refers to the minimum hourly cost of each grade of employee calculated as explained in 1 above. The term “a breakdown of the employees’ costs in global sum contracts” refer to a schedule setting out the “minimum hourly’ cost of each grade of employee multiplied by the total estimated number of hours for each grade.

**Question 3:**

We refer to the Tenderer’s Declaration “I hereby bind myself to deliver the items tendered for within \_\_\_\_\_ from the date of Order of Start Works” required as part of the *Schedule of Prices & Rates* form (p.42 of the Tender document). We note that the Order of Start Works will be issued upon commencement of the contract (p.27 of the Tender document). Given that the contract will require the issue of 4 interim reports and 1 final report over a whole year, could you kindly clarify whether the declaration referred to above is meant to bind the tenderer as to:

- a. the commencement of the service; or,
- b. the actual delivery of the reports?

If (b) is the case, kindly clarify in relation to which report noted above should the number of days refer to.

**Answer 3:**

The declaration refers to the date when all the quarterly interim reports as well as the final report will have been delivered to the Authority.

**Question 4:**

We refer to the *Schedule of Prices & Rates* form (p.42 of the Tender document). We understood that the tenderer is meant to issue 4 Interim Reports and 1 Final Report. In view of this, what does the already inserted figure of ‘4’ refer to?

**Answer 4:**

The main deliverables of this tender will be the four interim reports to be issued throughout the course of the contract term. The last (interim) report (referred to as the final report in clause 8.4.1) to be issued at the end will also include recommendations to MRA based on the findings of the last audit as well as the previous three interim audits. In terms of the Schedule of Prices and Rates, the tendered price for the performance of the four interim audits is to be inclusive of the cost of delivery of the said final report. In this regard, please also refer to reply to question 5 below.



**Question 5:**

We refer to the *Schedule of Prices & Rates* form (p.42 of the Tender document). In completing the Quantity column, are we expected to insert:

the total hours required to complete the contract; or,

the number of hours to be worked for each of the units noted in the Unit column such that the hours noted in the Quantity column would be 1/4<sup>th</sup> of the total hours?

**Answer 5:**

The figure of '4' in the Schedule of Prices and Rates should have been inserted in the column 'quantity' rather than 'unit'. The information to be submitted by bidders in terms of this schedule is the offered price per report (rate column), multiplied by 4 (quantity column), to arrive at the total contract value to be shown in the total column.

**Question 6:**

We refer to the *Professional Staff Overview* form (p.41 of the Tender document), which requires “photocopies of warrant”. Would the inclusion of professional staff which is not being proposed in fulfilment of the requirements set out in sections 8.6 and 8.7 of the Tender document (p.29), lead to the disqualification of the tenderer proposing such staff?”

**Answer 6:**

In the 'Professional Staff Overview' form, tenderers are required to give the name and details of the persons who will be performing the services forming the scope of the Tender. Warrants are only required for staff that need a warrant to operate.