



OFFICE OF THE DEPUTY PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

ADVERT NUMBER: MEAIM/EAFRD/016/2014

**CALL FOR QUOTATIONS FOR THE PROVISION OF
ARCHITECTURAL SERVICES REQUIRED FOR THE
MONITORING, CONTROL AND REPORTING OF PROJECTS
CONTRACTED UNDER THE EUROPEAN AGRICULTURAL
FUNDS FOR RURAL DEVELOPMENT (2007 - 2013)**

Date Published: 1st August 2014

Closing Date: 18th August 2014 **at 12:00pm(noon)
CET**

This Document is free of charge

Ministry for European Affairs and Implementation of the Electoral Manifesto

Funds and Programmes Division, Managing Authority EAFRD, Triq il-Kukkanja, Sta. Venera, SVR 1411 Tel: (356) 2200 1146.
Email: rdd.meaim@gov.mt

Rural Development Programme for Malta 2007 – 2013



Call Part-financed by the European Union
Technical Assistance
The European Agricultural Fund for Rural Development
Co-financing Rate:
75% European Union, 25% Government of Malta



Europe Investing in Rural Areas

Section A: Terms of Reference

A1) The subject of this call for quotations is the Provision of Architectural Services required for the Monitoring, Control and Reporting of projects contracted under the European Agricultural Funds for Rural Development for Malta(2007 – 2013)

A2)

	Date	Time*
Publishing Date	1st August 2014	12:00pm (Noon)
Deadline for request for any additional information from the Contracting Authority	8 th August 2014	12:00pm (Noon)
Last date on which additional information are issued by the Contracting Authority	11 th August 2014	12:00pm (Noon)
Deadline for submission of offers/Opening Session	18 th August 2014	12:00pm (Noon)

* All times Central European Time (CET)

A3) This is a rate per hour contract financed through Technical Assistance EAFRD funds. The beneficiary of this call is Ministry for European Affairs and Implementation of the Electoral Manifesto.

A4) This contract shall be valid for a period of eighteen (18) months commencing from the date indicated in the letter of acceptance. However, the Ministry for European Affairs and Implementation of the Electoral Manifesto reserves the right to renew the contract for a further period of up to twelve (12) months.

A5) Participation is open on equal terms to all natural and legal persons of the member States of the European Union, the beneficiary country, any other country in accordance with Regulation 76 of the Public Procurement Regulations.

A6) Submission or participation by a bidder in more than one offer for a contract will result in the disqualification of all those offers for that contract in which the party is involved.

A7) No clarification meeting is planned. Interested bidders may submit questions by e-mail to **rdd.meaim@gov.mt** by the 8th August 2014 at noon (12:00pm). The Contracting Authority will reply to submitted questions by e-mail up to 11th August 2014 at noon (12:00pm).

- A8) Particular attention is drawn to the conditions concerning Conditions of Employment in Malta and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment of any class of employee.
- A9) By submitting their offers, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the offer and the resulting contract.
- A10) All correspondence must be written in English.
- A11) Sealed quotations marked '**Quot No. MEAIM/EAFRD/016/2014– Call for Quotations for the Provision of Architectural Services required for the Monitoring, Control and Reporting of projects contracted under the European Agricultural Funds for Rural Development (2007 – 2013)**' and having the name of the bidder on the envelope, must be submitted:

EITHER by recorded delivery (official postal/courier service) OR hand delivered to: Ministry for European Affairs and Implementation of the Electoral Manifesto, Funds and Programmes Division, Managing Authority EAFRD, Triq il-Kukkanja, Sta. Venera, SVR 1411, Malta in the tender box.

By the deadline as indicated in clause A2
Quotations submitted by any other means will not be considered.

- A12) Quotations submitted must include:
1. *Bidders' response to the Technical Specifications at Section B*
 2. *Details of Bidder at Section C*
 3. *Quotation Form at Section D*
 4. *Financial Bid at Section E*
- A13) Failure to supply all the documentation requested at Clause A12) will automatically disqualify the submission.
- A14) Offers must remain valid for a period of 3 months after the deadline for submissions of quotations.
- A15) No variant solutions to those outlined at Section B will be accepted.
- A16) Offers will be opened in a public session on the 18th August 2014 at 12.00pm (noon). A Schedule of Quotations received will be drawn up and published on the EU Funds website and at the Funds and Programme Division's reception notice-board, at Triq il-Kukkanja, Sta. Venera.
- A17) Any attempt by the bidder to approach any member of the Evaluation Committee/Contracting Authority directly during the evaluation period will be considered legitimate grounds for disqualifying his offer.

- A18) When checking and comparing offers, the Evaluation Committee may ask a bidder to clarify any aspect of his offer. They may in no circumstances alter or try to change the price of content of the offer, except to correct arithmetical errors discovered by the Evaluation Committee when analysing offers.
- A19) The technical specifications of the administratively compliant offers will be compared with the Technical specifications required in this call for quotations. The call for quotations will be awarded to the **Cheapest Technically Compliant offer satisfying the administrative and technical criteria.**
- A20) The Contracting Authority reserves the right to accept or reject any offer even the most advantageous and/or to cancel the whole procedure and reject all offers. The Contracting Authority reserves the right to initiate a new invitation to offers.
- A21) Prior to the expiration of validity of offers, the Contracting Authority will notify the successful bidder as well as the unsuccessful bidders in writing. The Result will be published on the Reception Notice Board at Funds and Programmes Division, Triq il-Kukkanja, Sta. Venera.

Section B - Specifications

B Call Specifications and Conditions

B1) Contract Objective

This Call for Quotations is for the provision of Architectural Services required for the monitoring, control and reporting of projects contracted under EAFRD funds (2007-2013).

The overall objective of this call is to engage an architect in order to assist the Managing Authority for European Agricultural Funds for Rural Development (MA) in the monitoring of the implementation of the projects contracted under EAFRD funds (2007 – 2013).

The assessors will work under the direction of the MA as the case may be and will be engaged to support the MA in the carrying out of its control function. The services of the assessors are required for the checks monitoring and reporting relating to the projects. The assessors will be required to carry out project on-site inspections so as to physically assess that the projects are being implemented according to schedule and that value of the interventions cited in the receipt equals the value of those same interventions found on site.

B2) Project Description

A number of projects are being financed under EAFRD funds Malta (2007 – 2013).

One of the major roles of the MA within the Funds and Programmes Division is that of ensuring that all works planned for each individual project are implemented according to schedule and according to the specifications set in the application for funding (or as per approved changes). Furthermore it is very important that all the objectives of the individual projects are achieved as these will have an impact on the effectiveness of the Rural Development Programme as a whole.

In light of this the service provider is to provide the requested services to assist the MA to achieve the above. Apart from reporting on project progress the service provider must also play an important role in identifying at an early stage any potential problems and in proposing ways forward.

The projects selected for monitoring under this contract will be decided by the Managing Authority according to its particular needs that arise from time to time. A project may be visited more than once.

B3) Specific Activities

So as to ensure that the specific objectives of all projects are achieved the service provider will be expected to carry out (or play a major role in carrying out) the following activities:

- Provide the MA with regular reports on the implementation of each project that is assigned to be monitored.
- Ensure that the project managers / project leaders of each of the individual projects are adhering to all relevant EU regulations vis-à-vis the implementation of the projects.
- Ensure that all the required site visits and reports are implemented and concluded in the stipulated timeframes.
- Advise and assist the MA on all technical issues related to the control and specifications of the activities funded under EAFRD funds (2007 – 2013).
- Ensure that items found on site strictly reflect what is stated in the bill of quantities / quotations submitted to and approved by the Managing Authority.
- Report all factors relating to the outcomes of the on-site visits and controls.
- Keep and maintain the necessary files and correspondence as required.
- To help the MA and the Malta Agriculture and Rural Payments Agency (ARPA) in checking the Bill of Quantities (BOQ).

The MA will be responsible to supervise the service provider in the carrying out of the listed activities and to maintain a clear line of communication with the same service provider to ensure that there is agreement and understanding on all issues resulting from this call for quotations.

Project Management:

- The service provider is expected to appoint an expert in project management
- As part of the duties to be carried out by the appointed expert, the project manager is expected to carry out on-site visits at the various projects
- The appointed project manager is also expected to alert the MA of any immediate risks and / or problems and / or irregularities threatening the implementation and sustainability of any of the projects being monitored.

Architectural services

- The service provider is expected to appoint an expert/s in quantity surveying.
- The appointed expert will be expected to work under the direction of and together with the MA.
- The appointed expert is expected to carry out on-site visits at the various projects being carried out.
- The projects that are to be monitored are to be decided by the MA
- The appointed expert is expected to survey all works being done and to ensuring that such works correspond to the bill of quantities originally

submitted by the project managers / leaders of each of the individual projects selected for monitoring.

- The appointed expert is expected to ensure that the cost of materials and the cost of the works carried out are according to the quotes / bills of quantity submitted by the project managers / leaders of each of the individual projects selected for monitoring.
- The appointed expert is also expected to assess the quality of the materials being used and all works concerning the individual projects selected for monitoring and ensure that they comply with the approved bill of quantities.
- The appointed expert is to set appointments for inspection of works with the respective project managers at the convenience of both parties.
- The appointed expert is expected to provide any equipment required for the surveying of works and the assessing of the quality of materials.
- The service provider, via the appointed expert is expected to provide the MA with a report on each of the projects selected for monitoring. Each such report is to provide a detailed update on the status of the works being carried out, the problems being encountered and the risks to the works being successfully carried out. The report will also provide any advice and recommendations given to the project leaders to overcome any problems being encountered with project implementation.
- The timeframes for the delivery of such reports are to be set by the MA.
- The service provider via the appointed expert is also expected to alert the MA of any immediate risks and / or problems and / or irregularities threatening the implementation and sustainability of any of the projects being monitored.

Support staff and backstopping

- The service provider will provide the support staff and backstopping facilities required for the successful implementation of the projects.

- B4) If the successful bidder fails to provide such services in accordance with the preceding paragraphs, the Director General (Funds and Programmes Division) or his/her representative, shall be empowered to obtain these services from any other sources available and to withhold payment in respect of any services not carried out and/or not carried out in accordance with the conditions stipulated in this document.
- B5) The bidder shall quote fixed rate as per attached schedule and a successful bidder may not at any time of the contract period ask for a revision of the rates. In case of an extension, the same rate shall apply.
- B6) Should the successful bidder, for any cause whatsoever, be unable to carry out the service in accordance with the provisions of the agreement, the Ministry for European Affairs and Implementation of the Electoral Manifesto shall reserve the right to obtain architectural services from other available sources. Any additional expenses incurred over and above the contract rates will have to be met by the successful bidder.

- B7) Should the successful bidder repeatedly fail to provide the services requested and or fails to submit the reports in the stipulated time, the Ministry for European Affairs and Implementation of the Electoral Manifesto shall have the right to terminate the contract by giving one (1) week's notice to the successful bidder.
- B8) The contract shall be considered to have been abandoned if, after the date indicated in the Letter of Acceptance, the successful bidder fails to provide the service after three (3) days when requested to do so. Such abandonment renders the bidder liable to a penalty of €1,000.
- B9) The successful bidder is to quote the rate per hour exclusive of VAT. Each VAT invoice submitted for payment shall have or be accompanied by a breakdown of the hours worked and a description of the work undertaken. A fiscal receipt is to be submitted promptly after each invoice is paid.
- B10) Payments shall be made to the contractor upon presentation of an invoice to the MA. Any penalties which may be incurred by the contractor shall be deducted from these invoices.
- B18) The bidder is also to quote the VAT Registration Number in the appropriate space provided in the Details of Bidder (Section C).
- B19) Any dispute, controversy or claim arising out of, or relating to this Contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the rules of the Malta Arbitration Centre as at present in force.
- B20) The rules governing the Employment of Labour in Malta and those for the supply of a running contract insofar as they are inconsistent with the above shall also apply.
- B21) Professional Competencies

The following are the qualifications required for the engagement of the key experts

b) Architect/s

The key expert/s to be proposed for this project must satisfy all the following criteria:

- University degree in architecture and civil engineering or engineering
- Warrant to Practise as a 'Perit' in Malta.
- Good verbal and written communication skills (ordinary level or equivalent or higher) in English Language.
- Computer literacy (MS Office and MS Project).

c) Other Experts

The service provider shall select and hire other experts as required according to the profiles identified in these Terms of Reference. For the purposes of this contract, international experts are considered to be those whose permanent residence is outside the beneficiary country while local experts are considered to be those whose permanent residence is in the beneficiary country.

All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

Note that civil servants and other staff of the Public Service of the beneficiary country cannot be recruited as experts. See sub-article 9.5 of the General Conditions.

SPECIFICATIONS FORM

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

(Insert CV of Architect including copies of University Certificates and warrants)

Name of Bidder: _____

Date: _____

I.D. No.: _____

Signature: _____

Section C: Details of Bidder

MEAIM/EAFRD/016/2014 – Call for Quotations for the provision of Architectural Services required for the monitoring, control and reporting projects contracted under EAFRD funds Malta (2007-2013).

Name of Bidder/Company: _____

Address: _____

Telephone number: _____

E-mail Address: _____

VAT Registration No: _____

Police Licence/Trade Licence No. (Where applicable)

Name and Surname of Quoting person: _____

ID No of Quoting Person: _____

Signature of Quoting Person: _____

Date: _____

Section D – Quotation Form

(A separate, distinct Quotation Form must be submitted for EACH OPTION – if applicable - submitted)

Publication reference: MEAIM/EAFRD/016/2014

Name & address of Contracting Authority: Funds and Programmes Division
 Managing Authority (EAFRD)
 Triq il-Kukkanja
 Sta. Venera, SVR 1411

Call for Quotations for the **Provision of Architectural Services required for the monitoring, control and reporting of projects contracted under EAFRD funds Malta (2007-2013).**

A QUOTATION SUBMITTED BY

	Name(s) of bidder(s)	Nationality
Leader		
Partner 2*		
Etc ... *		

* add/delete additional lines for partners as appropriate. Note that a sub-Contractor is not considered to be a partner for the purposes of this procedure. If this offer is being submitted by an individual bidder, the name of the bidder should be entered as 'leader' (and all other lines should be deleted)

B CONTACT PERSON (for this offer)

Name	
Address	
Telephone	(____) _____
Mobile	(____) _____
E-mail	

C BIDDER'S DECLARATION(S)**To be completed and signed by the bidder.**

In response to your letter of invitation to quote for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this offer document (including subsequent Clarifications Notes issued by the Contracting Authority) for invitation to quote No MEAIM/EAFRD/016/2014 of 1st August 2014. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our offer not being considered any further.
- 2 We offer to provide, in accordance with the terms of this document and the conditions and time limits laid down, without reserve or restriction:

Provision of Architectural Services required for the monitoring, control and reporting of projects contracted under EAFRD funds Malta (2007-2013).

- 3 This offer is valid for a period of 3 months from the final date for submission of offers.
- 4 We are making this application in our own right for this call for quotations. We confirm that we are not submitting an offer for the same contract in any other form.
- 5 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 6 We have no potential conflict of interests or any relation with other candidates or other parties in the bidding procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other offer in this procedure.
- 7 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
- 8 We note that the Contracting Authority can refuse any or all quotations even the most advantageous and is not bound to proceed with this invitation for quotations and that it

reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

Section E - Financial Bid

Reference number: MEAIM/EAFRD/016/2014
Name: Provision of Architectural Services required for the monitoring, control and reporting of projects contracted under EAFRD funds Malta (2007-2013).
Publishing Date: 1st August 2014
Closing Date: 18th August 2014 at 12pm (noon)

The rates per hour quoted (exclusive of VAT, but inclusive of duties, other taxes and any discounts) are:

Rate per Hour € _____

I undertake to provide the services requested above at the price quoted and to be bound by the terms and conditions mentioned in this Quotation Document.

Signature:
(the person or persons authorised to sign on behalf of the bidder)

Date: