



FILE NUMBER: EO/48/01/G  
ADVERT NUMBER: Quotation No.01/2016

# CALL FOR QUOTATIONS FOR THE PROVISION OF MEDICAL SERVICES TO THE ELECTORAL OFFICE

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Date Published: 18<sup>th</sup> January, 2016

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Closing Date: 5<sup>th</sup> February, 2016 at 10:00am CET

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Electoral Office  
Evans Building  
Merchants Street,  
Valletta

## Section A: Terms of Reference

A1) The subject of this call for quotations is the Provision of Medical Services to the Electoral Office.

A2)

	Date	Time*
Publishing Date	18 <sup>th</sup> January, 2016	
Deadline for request for any additional information from the Contracting Authority	28 <sup>th</sup> January, 2016	
Deadline for clarifications	1 <sup>st</sup> February, 2016	
Deadline for submission of offers/Opening Session	5 <sup>th</sup> February, 2016	10.00am

\* All times Central European Time (CET)

A3) This is a rate per visit contract financed by local budget funds. The beneficiary of this call is the Electoral Office.

A4) This contract shall be valid for a period of twelve (12) months commencing from the date indicated in the letter of acceptance. However on satisfactory performance, the Electoral Office reserves the right to renew the contract for a further period of up to twelve (12) months resulting in a total period of not more than 24 months, under the same terms and conditions. This extension shall be the prerogative of the Electoral Office.

A5) Participation is open on equal terms to all natural and legal persons of the member States of the European Union, the beneficiary country and any other country in accordance with Regulation 76 of the public Procurement Regulations. Sub-contracting, joint ventures and consortia are not allowed.

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 electoral.office@gov.mt by the 28<sup>th</sup> January, 2016. . The Contracting Authority will reply to submitted questions by e-mail up to 1<sup>st</sup> February, 2016.

A8) Particular attention is drawn to the conditions concerning the employment of labour 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 'Quotation No. 01/2016 – Call for Quotations for the Provision of Medical Services to the Electoral Office must be hand-delivered to:  
The Chief Electoral Commissioner  
Electoral Office  
Evans Building  
Merchants Street,  
Valletta  
by 10.00am of 5<sup>th</sup> February, 2016. Late submissions will not be accepted.
- 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 5<sup>th</sup> February, 2016 at 10.00am. A Schedule of Quotations received will be drawn up and published on the notice board of the Electoral Office, Evans Building, Valletta.
- 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. Bidders 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 acceptable offer satisfying the administrative and technical criteria.

- A20) The Contracting Authority reserves the right to accept or reject any offer 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 Notice Board of the Electoral Office, Valletta.

## Section B - Specifications

- B1) The successful bidder is required to provide the Electoral Office with medical services consisting of residential visits to employees availing themselves of Sick Leave for the purpose of Sick Leave Verification in terms of paragraph 4.3.2 of the Public Service Management Code (March 2011 edition). The demand for medical services is at the sole discretion of the Contracting Authority and/or its representative/s.
- B2) The bidder may wish to consider the employment of more than one doctor to carry out this request for medical services. In such case, the bidder is to supply a list of doctors who would be conducting the visits, giving their name and address, together with their Registration Number according to the Medical Register issued by the Medical Council. If any changes to the list of medical doctors occur along the duration of the contract, the successful bidder is obliged to inform the Director (Operations) and/or Director (Corporate Services), of such changes.
- B3) Whenever the Electoral Office deems that medical services are required, it is to provide the successful bidder with a list of employees in respect of whom a residential visit would be required. This list is to include the employee's name and residential address, and is to be submitted to the successful bidder by 1000hrs of the day on which the visit is to be carried out.
- B4) On receipt of the request at paragraph B3, the successful bidder is to acknowledge receipt via email.  
  
All communications to the Electoral Office should be sent to:  
sickelectoral.opm@gov.mt
- B5) On the same day of receipt of the request at paragraph B3, the successful bidder is to send a Medical Doctor to the residence of the employee/s concerned.
- B6) The Medical Doctor conducting the visit on behalf of the successful bidder is to provide the employee availing himself/herself of Sick Leave with a sick leave certificate (N146: blue certificate), indicating the date and time of the visit as well as the identity of the Medical Doctor. Whenever an employee is not found at home the Medical Doctor conducting the visit is to post a receipt at the employee's residence. An employee may request to be medically checked and the Doctor may issue prescriptions and recommendations as he/she deems medically fit for such patient.
- B7) Throughout the visit, the Medical Doctor conducting the visit on behalf of the successful bidder is to carry a visible personal identification tag at all times.
- B8) Provided that a correct address is submitted by the Electoral Office, it is the Medical Doctor's responsibility to locate the residence of the employee concerned.

- B9) By 1000hrs of the day following the visit, the successful bidder is to provide the Electoral Office with feedback regarding the outcome of the visit. The feedback should invariably include the following details:
- (i) whether the visit has taken place, including adequate justification in any cases not visited;
  - (ii) whether the employee was found at home;
  - (iii) the number of Sick Leave days to be availed by the employee (from first day of absence); and
  - (iv) the date when the employee is expected to resume duty.
- B10) If the successful bidder fails to provide such services in accordance with the preceding paragraphs, the Chief Electoral Commissioner or his/her representative, shall be empowered to obtain these services from any other sources available and to withhold payment in respect of any visits not carried out and/or not carried out in accordance with the conditions stipulated in this document. Any extra charge incurred in such cases by the Electoral Office shall be offset from payments due to the successful bidder.
- B11) 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.
- B12) Should the successful bidder, for any cause whatsoever, be unable to carry out the service in accordance with the provisions of the agreement, the Electoral Office shall reserve the right to obtain medical services from other available sources. Any additional expenses incurred over and above the contract rates will have to be met by the successful bidder.
- B13) Should the successful bidder repeatedly fail to provide the services requested, the Electoral Office shall have the right to terminate the contract by giving one (1) week's notice to the successful bidder.
- B14) 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 the penalties stipulated in the conditions of acceptance.
- B15) The successful bidder is to quote the rate per visit per person exclusive of VAT. The monthly fiscal invoice is to be submitted and shall also indicate the rate charged and total number of employees visited.
- B16) Monthly payments shall be made to the contractor upon presentation of a bill to the Chief Electoral Commissioner at the Electoral Office, Evans Building, Merchants Street, Valletta.

Any penalties which may be incurred by the contractor shall be deducted from these bills.

- B17) The bidder is also to quote the VAT Registration Number in the appropriate space provided in the Details of Bidder (Section C).
- B18) 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 on accordance with the rules of the Malta Arbitration Centre as at present in force.
- B19) 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.

## Section C: Details of Bidder

Quotation 01/2016 – Call for Quotations for the Provision of Medical Services to the Electoral Office

Name of Bidder/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

VAT Registration No: \_\_\_\_\_

Police Licence/Trade Licence No. \_\_\_\_\_

Medical Reg. No. \_\_\_\_\_

Name and Surname of Quoting person: \_\_\_\_\_

ID No of Quoting Person: \_\_\_\_\_

Signature of Quoting Person: \_\_\_\_\_

Date: \_\_\_\_\_



## Section D – Quotation Form

Publication reference:

Quotation No 01/2016

Name & address of Contracting Authority:

Chief Electoral Commissioner  
Electoral Office  
Evans Building  
Merchants Street  
Valletta VLT 2000

Call for Quotations for the Provision of Medical Services to the Electoral Office.

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### 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 Quotation 01/2016 of 18<sup>th</sup> January, 2016. 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 Medical Services to the Electoral Office.

3 The total price of our offer (exclusive of VAT, duties, other taxes and any discounts) is:

€ .....per person per visit

4 This offer is valid for a period of 12 months from the final date for submission of offers, and may be extended as per A4.

5 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.

6 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.

7 We accept that we shall be excluded from participation in the award of this call if the required compliance certificates are not submitted by the indicated dates.

8 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. We recognise that our offer may be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our offer.

- 9 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.
- 10 We note that the Contracting Authority 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.

Name and Surname: \_\_\_\_\_

I.D. / Passport Number: \_\_\_\_\_

Signature of bidder: \_\_\_\_\_

Duly authorised to sign this  
offer on behalf of: \_\_\_\_\_

Company/Lead Partner VAT No:  
(if applicable) \_\_\_\_\_

Stamp of the firm/Company: \_\_\_\_\_

Place and date: \_\_\_\_\_

## Section E - Financial Bid

Reference number: Quotation No 01/2016  
Name: Call for Quotations for the Provision of Medical Services to the Electoral Office  
Publishing Date: 18th January, 2016  
Closing Date: 5th February, 2016

Price Quoted is to be in Euro

Description	Rate <u>excluding</u> VAT per visit
Rate per person per visit	

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: .....

