

Request for Participation – RfQ 001/2019

Service for the Outsourcing of Calculation of the Post Adjustment Allowances given to Maltese Public Officers posted abroad

Issued by: Ministry for Foreign Affairs and Trade Promotion

RfQ: 001/2019

Issue Date: *12th November 2019*

Response/Submission Date and Time:
Thursday 12th December 2019 at 10:00hrs

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Section A: Instructions

1) Response to this RfQ 001/2019 is to be submitted through e-mail at offers.mftp@gov.mt.

All submissions will be dealt with in strictest confidence.

Section B: General Information

1) Purpose

The purpose of this Call for Quotation RfQ001/2019 is Service for the Outsourcing of Calculation of the Post Adjustment Allowances given to Maltese Public Officers posted Abroad.

2) Beneficiary

The beneficiary, being Ministry for Foreign Affairs and Trade Promotion is the point of contact for this RfQ. Please refer any inquiries to:

Directorate Corporate Services
331 Allied House St Paul's Street, Valletta
Telephone: 22042266
E-mail: procurement.mftp@gov.mt

Any RfQ addenda/updates will be made available on the Contracting Authority's website: www.foreign.gov.mt/en/Pages/Tenders.aspx by not later than Tuesday 3rd December 2019

3) Scope and Terms & Conditions

1. You are kindly requested to submit your offer/s for the above item/s. All offers should include the following information:
 - Full name of company
 - Address of Company
 - Full name of contact person
 - Contact Telephone number/Mobile Number & Fax Number
 - Email Address
 - Vat number
 - Quotation Date
 - Literature, Drawings, Digital Images and / or technical data of item being quoted,

2. Soft copies of the submission must be provided in Word, Excel, pdf or jpg formats. When links are provided for Technical Specifications, these should lead to the website and must not require the downloading of any programs, the creation of accounts or other functions. Other formats will NOT be considered.
3. Please note that quotes are to be submitted in Euro Currency. Prices quoted are to be quoted Duty Delivery Paid and exc. VAT.
4. Quotes can be sent either through email at offers.mftp@gov.mt only.
5. Quotes must be valid for a minimum of 90 days
6. Clarifications can be sought up to Tuesday 3rd December 2019 at noon
7. A clarification meeting shall be carried out at Palazzo Parisio, Merchant Street, Valletta on **26th November 2019** during which meeting an attendance and meeting minutes shall be taken and circulated to all participants expressing an interest to participate.
8. All Suppliers/contractors are advised to bid their rates and prices on the appropriate Schedule of Rates provided. No offers are accepted if are found NOT in accordance with or deviate from the original Schedule of Rates provided with this Advert.
9. Given information, specifications and manuals must be in English. Tenderers submitting information, specifications and manuals in other languages only will be automatically disqualified. (where applicable)
10. Items offered that do not conform to specifications will not be considered
11. The Government reserves the right to:
 - a. purchase further quantities under the same terms and conditions up to the threshold limits established by the Financial Regulations.
 - b. impose penalties if items are not delivered within the time stipulated in the quote submitted by the awarded tenderer.
 - c. purchase a quantity of items on behalf of the awarded tenderer if the awarded tenderer fails to deliver the items within the time stipulated in the quote submitted by the same tenderer.
12. If the tenderer offers a discount, the discount must be absorbed in the rates of the Bill of Quantities/Financial Statement. The prices for the contract, must include all of the works to be provided. The prices quoted are fixed and not subject to revision or escalation in costs.

13. Tenderers must quote all components of the price **inclusive** of taxes, customs and import duties and any discounts. Tenderers not registered with the VAT authority in Malta, must **still** include in their financial offer any VAT that the contracting authority may have to pay either in Malta or the country where the tenderer is registered irrespective of the reverse charge mechanism. The financial offer will be considered as the total financial cost to the contracting authority including any VAT that may have to be paid not through the winning tenderer. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.

14. **Please note that it is entirely the Tenderer's responsibility to ascertain that the offer is received BEFORE the deadline for submission of offers. Thus, the government cannot be held responsible for offers which are not recorded on the Schedule of Offers sheet after the offers opening session because these were received after the expiry of the above deadline.**

15. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.

16. The award criteria to be applied should be the lowest cost offer satisfying the administrative and technical criteria.

Section C Details of information requested

1) General Economic Operator Information

The Contracting Authority is asking interested Economic Operators to submit a response containing, the following information:

- Declaration concerning exclusion grounds as follows:-

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

I confirm the above

- Declaration concerning Selection Criteria

2) Specific Project Overview

A. *High Level business requirements.*

- a. *The Ministry for Foreign Affairs and Trade Promotion has in total 39 missions abroad that are namely in the following cities:*

- i. *Abu Dhabi*

- ii. *Algiers*
- iii. *Ankara*
- iv. *Athens*
- v. *Beijing*
- vi. *Berlin*
- vii. *Brussels*
- viii. *Cairo*
- ix. *Canberra*
- x. *Dubai*
- xi. *Dublin*
- xii. *Geneva*
- xiii. *The Hague*
- xiv. *Istanbul*
- xv. *Kuwait*
- xvi. *Lisbon*
- xvii. *London*
- xviii. *Madrid*
- xix. *Misurata*
- xx. *Moscow*
- xxi. *New Delhi*
- xxii. *New York*
- xxiii. *Paris*
- xxiv. *Ramallah*
- xxv. *Riyadh*
- xxvi. *Rome*
- xxvii. *Shanghai*
- xxviii. *Strasbourg*
- xxix. *Tel Aviv*
- xxx. *Toronto*
- xxxi. *Tripoli*
- xxxii. *Tunis*
- xxxiii. *Vienna*
- xxxiv. *Warsaw*
- xxxv. *Washington*
- xxxvi. *Accra*
- xxxvii. *Casablanca*
- xxxviii. *Tokyo*

- b. *In all the missions described above, public officers are posted to serve the Ministry in its implementation of the Maltese foreign policy for usually a period of three years unless otherwise directed by the Minister or his representative.*
- c. *Each Officer is entitled for a Post Adjustment Allowance (PAA) which is an allowance given to compensate for the discrepancies in the cost of living that exist between Malta and the respective country of posting. This allowance is added to the officer's monthly salary. The PAA computation is not based on the respective salary that the officer receives.*

- d. *Our aim is that a system is in place that computes such allowances based on fair and reasonable principles and based on the same principles used by the European Union.*
- e. *Such allowances usually factor in cost of living, rent rates and utility expenses.*

B. Overview of functional requirements

- a. The Ministry is seeking a Financial Company to develop a model and hence a system on how this PAA can be computed in a fair and reasonable manner using same principles used by the European Union. The calculation must be transparent and fully audited.
- b. The Ministry shall be provided with PAA calculations on an annual basis for all Officers serving abroad.
- c. In exceptional circumstances, where in a particular country/ city the conditions of living are perceived to be severely altered during a particular financial year occurs, the respective PAA can be revised upon instructions from the same Ministry.
- d. The PAA should be classified into two groups for each city depending on their civil status (married/ single).

C. Overview of information security requirements, privacy protection, etc.

- a. *The system should be fully transparent and can be audited if the case requires, however the information cannot be divulged to any third party unless written instructions are received from the said Ministry.*
- b. *All information given by the Ministry to assist the Contractor to deliver the service required must be dealt with in the strictest confidential matter. To this effect a security statement shall be issued by the Ministry, which is to be signed and abided with.*

D. Overview of performance requirements.

- a. A manual of the system how it is developed and how the PAA shall be computed
- b. Prior to the end of the fourth quarter of each year, the Contractor shall provide a list of the PAA for each city for each respective grade.

D. Overview of availability requirements.

- a. Same as above

E. Overview of technical requirements.

- a. Same as above

F. Legal requirements.

- a. *The PAA workings shall be approved by a company's auditor as being correct.*

3) Response Format

Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the Contracting Authority in the Call for Quotations.

Section D Additional Information

NIL

Section E Financial Bid Form

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT. The VAT element, if requested, is to be quoted separately.

Item	Description As per Section C	Qty	Unit	Unit Price in € excluding VAT and Delivery Charges	Total Price in € excluding VAT and Delivery Charges	VAT Element In Euros
1	Development of a system that calculates the PAA as per specifications above	1	Lump sum	NA		
2	Computation of PAAs on annual basis	1	Per year			
3	Exceptional computation of PAA during a financial year	1	Per city			
Grand Total Price in € excluding VAT but including Delivery Charges						

Company Information:

The Contracting Authority is asking interested Economic Operators to submit a response containing, at a minimum, the following information:

- Declaration concerning exclusion grounds (to be endorsed by the Contractor and any sub-contractors, or partners of the Joint Venture or Consortium as applicable). This declaration shall bind the Economic Operators as follows:-

Full name of company	
Address of Company	
Full name of contact person	
Contact Telephone Number / Mobile Number & Fax Number	
Email Address	
VAT/ Registration number	
Quotation Date	
Literature, Drawings, Digital Images and / or technical data of item being quoted	
Delivery Period	
Product in stock (Yes/No)	

I hereby confirm that all terms and conditions have been read and understood. I confirm that I oblige self to the said conditions.

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

I confirm the above

Signature

Name of Company