



16th January, 2015

Call for Quotations – QMFA 008/2014
CLOSING DATE: -Tuesday 3rd February, 10:00 hrs

*NOTE: It is within your Interest to READ the whole of this document
When submitting offers by email,
please include the above reference and Name of Item in the subject field.*

The Ministry for Foreign Affairs requires the following service/s:

**Provision for the Environmentally Friendly
Cleaning Services and Materials at the
Ministry for Foreign Affairs as a

LIMITED PERIOD CONTRACT**

Section A: Instructions to Tenderers:

This is a call for quotations for the Provision for the Environmentally Friendly Cleaning Services and Materials within the Ministry for Foreign Affairs and the premises pertaining to the same Ministry.

In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed the minimum criteria described hereunder.

1. Eligibility Criteria
Section C: Obligations of the contractor
2. Selection Criteria
Proof of Technical Capacity
Meet the following minimum requirements:
 - Provide an Overview of the Bidder's personnel as per Form marked **Annex I** with the same name to be submitted with the quotation.
 - Overview of Tenderer's Personnel as per **Annex II**
3. Technical Specifications
List of Literature/Samples as per **Annex III**
List of cleaning detergents to be used as per **Annex IV**
4. Financial Offer
Section D: A filled in **Offer and Financial Bid**

Section B: Terms of Reference

The following are the cleaning duties which shall be taken up by the successful bidder:

Ministry for Foreign Affairs
Palazzo Parisio, Merchants Street, Valletta

GROUND FLOOR

1. General Cleaning Services

Daily

- a. Empty all trash baskets in suitable locations on premises.
- b. Empty and clean cigarette urns. Stains to be removed when necessary.
- c. Wash entrance door glass.
- d. Wash entrance and reception area floor
- e. Maintain constant hygienic condition in restrooms
- f. Cleaning of lift – Exterior and Interior – Polishing and treat all stainless steel fittings and Cabin.
- g. Damp wipe counter tops and other flat surfaces.
- h. Maintain the area between the inner and outer door at the main entrance.
- i. Maintain janitor supply area in clean, neat fashion.
- j. Wash central courtyard
- k. Dispose of all daily waste bags to be collected after 15.30hrs

Twice per week

- l. Complete dusting of such things as chair rungs, sides of legs of desks, file cabinets, etc
- m. Wash staircases (3 times per week if required)
- n. Dispose of recycling waste bags on Tuesdays and Thursdays after 15.30hrs

Once per week

- o. Clean glass in lobby display showcase.
- p. Wipe electrical fittings (switches / sockets)

Monthly

- q. Dust indirect lighting fixtures.

- r. Attend to the yard's fountain cleaning.
- s. Brass polishing such as plugs in reception area and at Main Entrance

2. Restrooms

Daily

- t. Wash and disinfect all commodes, toilets, basins and toilet seats.
- u. Empty wastepaper and sanitary napkin containers.
- v. Wash all mirrors.
- w. Remove prints from wall tiles
- x. Sweep and solution mop all floors.
- y. Refill soap, paper hand towel dispensers and toilet tissue holders.

Twice per week

- z. Dust all partitions, ledges, light fixtures, door vents, dispensers and receptacles.

3. Offices & Corridors

Daily

- a. Wash floors
- b. Dust desks
- c. Empty waste bins

Once a month

- d. clean windows inside and outside (every fortnight if required)
- e. Clean Draperies
- f. Wipe plant leaves (according to activities)

4. Kitchenette

Daily

- a. Wash floor
- b. Wash kitchen sink
- c. Wipe Kitchen cupboard surface
- d. Change of dishcloths and towels

Once per week

- e. Wipe wall tiles.

- f. Wipe doors.

5. Floor Maintenance

Daily

- a. Dust mop floors.
- b. Damp mop tile floors with disinfectant solution. Remove surface soil and spills.
- c. Damp wipe interior and exterior surfaces of all waste baskets.
- d. Empty waste baskets and trash containers in suitable location on premises.
- e. Empty, clean, and replace all ash trays and cigarette urns.

1st Floor

Daily

- a. Empty all trash baskets in suitable locations on premises.
- b. Empty and clean cigarette urns. Stains to be removed when necessary.
- c. Wash reception area floor
- d. Maintain constant hygienic condition in restrooms
- e. Damp wipe counter tops and other flat surfaces.
- f. Maintain the area between the inner and outer door at the main entrance.
- g. Maintain janitor supply area in clean, neat fashion.
- h. wash Verandas
- i. Removal of waste bags from this floor to an allocated area at ground floor

Twice per week

- j. Complete dusting of such things as chair rungs, sides of legs of desks, file cabinets, etc
- k. Wash staircases

Monthly

- l. Dust indirect lighting fixtures .
- m. Brass polishing such as handrail (may be required to be attended to every fortnight), poles, all brass located in the minister's office.

2. Restrooms

Daily

- a. Wash and disinfect all commodes, toilets, basins and toilet seats.
- b. Empty wastepaper and sanitary napkin containers.
- c. Wash all mirrors.
- d. Remove prints from wall tiles
- e. Sweep and solution mop all floors.
- f. Refill soap, paper hand towel dispensers and toilet tissue holders.
- g. *Twice per week*
- h. Dust all partitions, ledges, light fixtures, door vents, dispensers and receptacles.

3. Offices & Corridors

Daily

- a. Wash floors
- b. Dust desks
- c. Empty waste bins

Once per week

- d. Wipe electrical fittings (switches / sockets)

Once a month

- e. e clean windows inside and outside
- f. Clean Draperies

4. Kitchenette

Daily

- a. Wash floor
- b. Wash kitchen sink
- c. Wipe Kitchen cupboard surface
- d. Change of dishcloths and towels

Once per week

- e. Wipe wall tiles
- f. Wipe doors.

5 Floor Maintenance

Daily

- a. Dust mop floors.
- b. Damp mop tile floors with disinfectant solution. Remove surface soil and spills.
- c. Vacuum all carpeted areas.

6. Floor and Carpet Upkeep

Twice per week

- d. Vacuum dispatch area and maintain all other areas, spaces and floors.
- e. Vacuum all carpeted areas.

Quarterly

- f. Shampoo wash all carpeted area

2ND Floor

Daily

- a. Empty all trash baskets in suitable locations on premises.
- b. Empty and clean cigarette urns. Stains to be removed when necessary.
- c. Maintain constant hygienic condition in restrooms
- d. Damp wipe counter tops and other flat surfaces.
- e. Maintain the area between the inner and outer door at the main entrance.
- f. Maintain janitor supply area in clean, neat fashion.
- g. Removal of waste bags from this floor to an allocated area at ground floor

Twice per week

- g. Complete dusting of such things as chair rungs, sides of legs of desks, file cabinets, etc
- h. Wash staircases

Monthly

- i. Dust indirect lighting fixtures.

2. Restrooms

Daily

- a. Wash and disinfect all commodes, toilets, basins and toilet seats.
- b. Empty wastepaper and sanitary napkin containers.
- c. Wash all mirrors.
- d. Remove prints from wall tiles
- e. Sweep and solution mop all floors.
- f. Refill soap, paper hand towel dispensers and toilet tissue holders.
- g. *Twice per week*
- h. Dust all partitions, ledges, light fixtures, door vents, dispensers and receptacles.

3. Offices & Corridors

Daily

- a. Wash floors
- b. Dust desks
- c. Empty waste bins

Once per week

- d. Wipe electrical fittings (switches / sockets)

Once a month

- e. Clean windows inside and outside
- f. Clean Draperies

4. Kitchenette

Daily

- a. Wash floor
- b. Wash kitchen sink
- c. Wipe Kitchen cupboard surface
- d. Change of dishcloths and towels

Once per week

- e. Wipe wall tiles
- f. Wipe doors.

5 Floor Maintenance

Daily

- a. Dust mop floors.
- b. Damp mop tile floors with disinfectant solution. Remove surface soil and spills.
- c. Vacuum all carpeted areas.

6. Floor and Carpet Upkeep

Twice per week

- a. Vacuum dispatch area and maintain all other areas, spaces and floors.
- b. Vacuum all carpeted areas.

Quarterly

- c. Shampoos wash all carpeted area.

All the above can be carried out between 06.00hrs and noon, from Monday to Friday. However it is very important that one janitor is present from noon till 16.00hrs on weekdays only.

At least one janitor may be required during special activities that may fall on weekends or after office hours.

Given that this Ministry is often visited by dignitaries ,It is imperative that all deployed personnel present themselves properly attired.

IMU
Melita, Street, Valletta

GROUND FLOOR

1. General Cleaning Services

Daily

- a. Empty all trash baskets in suitable locations on premises.
- b. Empty and clean cigarette urns. Stains to be removed when necessary.
- c. Wash entrance door glass.
- d. Wash entrance and reception area floor

- e. Maintain constant hygienic condition in restroom
- f. Cleaning of lift – Exterior and Interior – Doors and Cabin .
- g. Damp wipe counter tops and other flat surfaces.
- h. Maintain the area between the inner and outer door at the main entrance.
- i. Maintain janitor supply area in clean, neat fashion.
- j. Wash courtyard
- k. Remove all daily waste bags to be collected after 15.30hrs

Twice per week

- l. Complete dusting of such things as chair rungs, sides of legs of desks, file cabinets, etc
- m. Wash staircases (3 times per week if required)
- n. Remove recycling waste bags on Tuesdays and Thursdays after 15.30hrs

Once per week

- o. Wipe electrical fittings (switches / sockets)

Monthly

- p. Dust indirect lighting fixtures.

2. Restrooms

Daily

- a. Wash and disinfect all commodes, toilets, basins and toilet seats.
- b. Empty wastepaper and sanitary napkin containers.
- c. Wash all mirrors.
- d. Remove prints from wall tiles
- e. Sweep and solution mop all floors.
- f. Refill soap, paper hand towel dispensers and toilet tissue holders.

Twice per week

- g. Dust all partitions, ledges, light fixtures, door vents, dispensers and receptacles.

3. Offices & Corridors

Daily

- a. Wash floors
- b. Dust desks

- c. Empty waste bins

Once a month

- d. clean windows inside and outside (every fortnight if required)
- e. Clean Draperies

4. Floor Maintenance

Daily

- a. Dust mop floors.
- b. Damp mop tile floors with disinfectant solution. Remove surface soil and spills.
- c. Damp wipe interior and exterior surfaces of all waste baskets.
- d. Empty waste baskets and trash containers in suitable location on premises.
- e. Empty, clean, and replace all ash trays and cigarette urns.

1st Floor

Daily

- a. Empty all trash baskets in suitable locations on premises.
- b. Empty and clean cigarette urns. Stains to be removed when necessary.
- c. Maintain constant hygienic condition in restrooms
- d. Damp wipe counter tops and other flat surfaces.
- e. Maintain the area between the inner and outer door at the main entrance.
- f. Maintain janitor supply area in clean, neat fashion.
- g. Removal of waste bags from this floor to an allocated area at ground floor

Twice per week

- h. Complete dusting of such things as chair rungs, sides of legs of desks, file cabinets, etc
- i. Wash staircase

Monthly

- j. Dust indirect lighting fixtures.

2. Restrooms

Daily

- a. Wash and disinfect all commodes, toilets, basins and toilet seats.
- b. Empty wastepaper and sanitary napkin containers.
- c. Wash all mirrors.
- d. Remove prints from wall tiles
- e. Sweep and solution mop all floors.
- f. Refill soap, paper hand towel dispensers and toilet tissue holders.

Twice per week

- g. Dust all partitions, ledges, light fixtures, door vents, dispensers and receptacles.

3. Offices & Corridors

Daily

- a. Wash floors
- b. Dust desks
- c. Empty waste bins

Once per week

- d. Wipe electrical fittings (switches / sockets)

Once a month

- e. Clean windows inside and outside
- f. Clean Draperies

4. Kitchenette

Daily

- a. Wash floor
- b. Wash kitchen sink
- c. Wipe Kitchen cupboard surface
- d. Change of dishcloths and towels

Once per week

- e. Wipe wall tiles
- f. Wipe doors.

5 Floor Maintenance

Daily

- a. Dust mop floors.
- b. Damp mop tile floors with disinfectant solution. Remove surface soil and spills.
- c. Vacuum all carpeted areas.

6. Floor and Carpet Upkeep

Twice per week

- a. Vacuum dispatch area and maintain all other areas, spaces and floors.
- b. Vacuum all carpeted areas.

Quarterly

- c. Shampoo wash all carpeted area

2ND Floor

Daily

- a. Empty all trash baskets in suitable locations on premises.
- b. Empty and clean cigarette urns. Stains to be removed when necessary.
- c. Maintain constant hygienic condition in restrooms
- d. Damp wipe counter tops and other flat surfaces.
- e. Maintain the area between the inner and outer door at the main entrance.
- f. Maintain janitor supply area in clean, neat fashion.
- g. Removal of waste bags from this floor to an allocated area at ground floor

Twice per week

- h. Complete dusting of such things as chair rungs, sides of legs of desks, file cabinets, etc
- i. Wash staircases

Monthly

- j. Dust indirect lighting fixtures.

2. Restrooms

Daily

- a. Wash and disinfect all commodes, toilets, basins and toilet seats.

- b. Empty wastepaper and sanitary napkin containers.
- c. Wash all mirrors.
- d. Remove prints from wall tiles
- e. Sweep and solution mop all floors.
- f. Refill soap, paper hand towel dispensers and toilet tissue holders.

Twice per week

- g. Dust all partitions, ledges, light fixtures, door vents, dispensers and receptacles.

3. Offices & Corridors

Daily

- h. a. Wash floors
- i. b. Dust desks
- d. Empty waste bins

Once per week

- e. Wipe electrical fittings (switches / sockets)

Once a month

- j. Clean windows inside and outside
- f. Clean Draperies

4. Kitchenette

Daily

- a. Wash floor
- b. Wash kitchen sink
- c. Wipe Kitchen cupboard surface
- d. Change of dishcloths and towels

Once per week

- e. Wipe wall tiles
- f. Wipe doors.

5 Floor Maintenance

Daily

- a. Dust mop floors.
- b. Damp mop tile floors with disinfectant solution. Remove surface soil

and spills.

- c. Vacuum all carpeted areas.

6. Floor and Carpet Upkeep

Twice per week

- a. Vacuum dispatch area and maintain all other areas, spaces and floors.
- b. Vacuum all carpeted areas.

Quarterly

- c. Shampoos wash all carpeted area.

All the above can be carried out between 06.00hrs and 16.00hrs from Monday to Friday.

**Directorate Corporate Services
331, Allied House, St Paul Street, Valletta**

GROUND FLOOR

1. General Cleaning Services

Daily

- a. Empty all trash baskets in suitable locations on premises.
- b. Empty and clean cigarette urns. Stains to be removed when necessary.
- c. Wash entrance door
- d. Wash entrance
- e. Maintain constant hygienic condition in restroom
- f. Cleaning of lift – Exterior and Interior – Doors and Cabin .
- g. Damp wipe counter tops and other flat surfaces.
- h. Maintain the area between the inner and outer door at the main entrance.
- i. Maintain janitor supply area in clean, neat fashion.
- j. Wash courtyard
- k. Dispose of all daily waste bags to be collected after 15.30hrs

Twice per week

- l. Complete dusting of such things as chair rungs, sides of legs of desks, file cabinets, etc
- m. Wash staircases (3 times per week if required)

- n. Dispose of recycling waste bags on Tuesdays and Thursdays after 15.30hrs

Once per week

- o. Wipe electrical fittings (switches / sockets)

Monthly

- p. Dust indirect lighting fixtures .

2. Restrooms

Daily

- a. Wash and disinfect all commodes, toilets, basins and toilet seats.
- b. Empty wastepaper and sanitary napkin containers.
- c. Wash all mirrors.
- d. Remove prints from wall tiles
- e. Sweep and solution mop all floors.
- f. Refill soap, paper hand towel dispensers and toilet tissue holders.

Twice per week

- g. Dust all partitions, ledges, light fixtures, door vents, dispensers and receptacles.

3. Offices & Corridors

Daily

- a. Wash floors
- b. Dust desks
- c. Empty waste bins

Once a month

- d. clean windows inside and outside (every fortnight if required)
- e. Clean Draperies

4. Kitchenette

Daily

- a. Wash floor
- b. Wash kitchen sink
- c. Wipe Kitchen cupboard surface
- d. Change of dishcloths and towels

Once per week

- e. Wipe wall tiles
- f. Wipe doors.

5. Floor Maintenance

Daily

- a. Dust mop floors.
- b. Damp mop tile floors with disinfectant solution. Remove surface soil and spills.
- c. Damp wipe interior and exterior surfaces of all waste baskets.
- d. Empty waste baskets and trash containers in suitable location on premises.
- e. Empty, clean, and replace all ash trays and cigarette urns.

1st Floor

Daily

- a. Empty all trash baskets and moved to suitable locations on premises.
- b. Empty and clean cigarette urns. Stains to be removed when necessary.
- c. Maintain constant hygienic condition in restrooms
- d. Damp wipe counter tops and other flat surfaces.
- e. Maintain the area between the inner and outer door at the main entrance.
- f. Maintain janitor supply area in clean, neat fashion.
- g. wash Verandas
- h. Removal of waste bags from this floor to an allocated area at ground floor
- i. Wash entrance floor and staircase

Twice per week

- j. Complete dusting of such things as chair rungs, sides of legs of desks, file cabinets, etc
- k. Wash staircases

Monthly

- l. Dust indirect lighting fixtures.

2. Restrooms

Daily

- a. Wash and disinfect all commodes, toilets, basins and toilet seats.
- b. Empty wastepaper and sanitary napkin containers.
- c. Wash all mirrors.
- d. Remove prints from wall tiles
- e. Sweep and solution mop all floors.
- f. Refill soap, paper hand towel dispensers and toilet tissue holders.

Twice per week

- g. Dust all partitions, ledges, light fixtures, door vents, dispensers and receptacles.

3. Offices & Corridors

Daily

- a. Wash floors
- b. Dust desks
- c. Empty waste bins

Once per week

- d. Wipe electrical fittings (switches / sockets)

Once a month

- e. Clean windows inside and outside
- f. Clean Draperies

4. Kitchenette

Daily

- a. Wash floor
- b. Wash kitchen sink
- c. Wipe Kitchen cupboard surface
- d. Change of dishcloths and towels

Once per week

- e. Wipe wall tiles
- f. Wipe doors.

5 Floor Maintenance

Daily

- a. Dust mop floors.
- b. Damp mop tile floors with disinfectant solution. Remove surface soil and spills.

6. Floor and Carpet Upkeep

Twice per week

- a. Vacuum dispatch area and maintain all other areas, spaces and floors.

Top Floor

Daily

- a. Empty all trash baskets and moved to suitable locations on premises.
- b. Empty and clean cigarette urns. Stains to be removed when necessary.
- c. Wash entrance and reception area floor
- d. Maintain constant hygienic condition in restrooms
- e. Damp wipe counter tops and other flat surfaces.
- f. Maintain the area between the inner and outer door at the main entrance.
- g. Maintain janitor supply area in clean, neat fashion.
- h. Removal of waste bags from this floor to an allocated area at ground floor

Twice per week

- i. Complete dusting of such things as chair rungs, sides of legs of desks, file cabinets, etc
- j. Wash staircases

Monthly

- k. Dust indirect lighting fixtures.

2. Restrooms

Daily

- a. Wash and disinfect all commodes, toilets, basins and toilet seats.
- b. Empty wastepaper and sanitary napkin containers.
- c. Wash all mirrors.
- d. Remove prints from wall tiles

- e. Sweep and solution mop all floors.
- f. Refill soap, paper hand towel dispensers and toilet tissue holders.

Twice per week

- g. Dust all partitions, ledges, light fixtures, door vents, dispensers and receptacles.

3. Offices & Corridors

Daily

- a. Wash floors
- b. Dust desks
- c. Empty waste bins

Once per week

- d. Wipe electrical fittings (switches / sockets)

Once a month

- e. clean windows inside and outside
- f. Clean Draperies

4. Kitchenette

Daily

- a. Wash floor
- b. Wash kitchen sink
- c. Wipe Kitchen cupboard surface
- d. Change of dishcloths and towels

Once per week

- e. Wipe wall tiles
- f. Wipe doors.

5 Floor Maintenance

Daily

- a. Dust mop floors.
- b. Damp mop tile floors with disinfectant solution. Remove surface soil and spills.

6. Floor and Carpet Upkeep

Twice per week

- a. Vacuum dispatch area and maintain all other areas, spaces and floors.

All the above can be carried out between 06.00hrs and 16.00hrs, from Monday to Friday..

It is imperative that all deployed personnel present themselves properly attired.

No ingredient (substance or preparation) shall be included in the product in a quantity that exceeds 0.01% by weight of the final product that is classified with any of the risk phrases, or combinations thereof, as outlined in the following table in accordance with Directive 67/548/EEC and its amendments or Directive 1999/45/EC and its amendments. These criteria do not apply to biocides, which are dealt with separately below:

1. R31(contact with acids liberates toxic gases) Page 11
2. R40, 45, 49 (carcinogenic)
3. R42, (sensitising), exceeding 0.1% by weight of the final product
4. R43 (sensitising), exceeding 0.1% by weight of the final product
5. R46,60,61,62,63 (toxic for reproduction)
6. R50/53, 51/53 (toxic to aquatic organisms)
7. R59 (dangerous to the ozone layer)
8. R68 (possible risk of irreversible effects)

The following ingredients must not be included in the product:

1. Phosphorus(up to: 0.02g per functional unit)
2. Phosphate (up to: 25g per wash)
3. Biocides, unless used as preservatives
4. Biocides which are classified as R50/53 or R51/53 in accordance with Directive 67/548/EEC and its amendments or Directive 1999/45/EC and its amendments, unless they are not potentially bioaccumulative, In this context, a biocide is considered to be potentially bioaccumulative if the log Pow (log octanol/water partition coefficient) > or= to 3,0 (unless the experimentally determined BCF < or= 100).

The above are applicable on cleaning products, according to their reference in the National GPP Guidelines for cleaning products and services (www.gpp.gov.mt)

Verification for chemical requirements:-

All products carrying the EU Ecolabel will be deemed to comply.

If the product does not carry the EU Ecolabel the following information must be clearly provided:

1. For each product offered, all substances contained above 0.01% by weight of the final product must be listed, together with their CAS-Number³ (where available) and any risk phrases with which they are classified.
2. The name and function of all biocides must be listed. For all biocides classified as R50/53 or R51/53 the log Pow or BCF must be given.
3. The total quantity of elementary phosphorus must be given. (per functional unit). Packaging requirements of products being used by the Contractor. The contractor is to ensure that all products used have clear dosing instructions, sprays containing propellants must not be used and that the primary packaging parts shall be easily separable into mono-material parts.

Verification of compliance to the above specifications.

The bidder must submit as per Form **Annex III** marked List of Cleaning Detergents to be used.

Section C

OBLIGATIONS OF THE CONTRACTOR

General obligations

1. The Contractor shall respect and abide by all laws and regulations in force in the beneficiary country and shall ensure that its personnel, their dependants, and its local employees also respect and abide by all such laws and regulations. The Contractor shall indemnify the Contracting Authority against any claims and proceedings arising from any infringement by the Contractor, its employees and their dependants of such laws and regulations. Without prejudice to the above, the Contractor shall be bound to conform and comply with Chapter 452 of The Laws of Malta (Employment and Industrial Relations Act, 2002 – Act No. XXII of 2002) and to all regulations/legal notices that form part of this Act.
2. The Contractor shall perform the services under the contract with due care, efficiency and diligence, in accordance with the best professional practice.
3. The Contractor shall comply with administrative orders given by the Project Manager. Where the Contractor considers that the requirements of an administrative order go beyond the authority of the Project Manager or of the scope of the contract, it shall, on pain of being time-barred, notify the Project Manager, explaining its opinion, within 30 days after receipt thereof. Execution of the administrative order shall not be suspended because of this notice.
4. The Contractor shall treat all documents and information received in connection with the contract as private and confidential, and shall not, save in so far as may be necessary for the purposes of the performance thereof, publish or disclose any particulars of the contract without the prior consent in writing of the Contracting Authority or the Project Manager after consultation with the Contracting Authority. If any disagreement arises as to the necessity for any publication or disclosure for the purpose of the contract, the decision of the Contracting Authority shall be final.
5. If the Contractor is a consortium of two or more persons, all such persons shall be jointly and severally bound to fulfill the terms of the contract. The

person designated by the consortium to act on its behalf for the purposes of this contract shall have the authority to bind the consortium.

6. Any alteration of the composition of the consortium without the prior written consent of the Contracting Authority shall be considered to be a breach of contract.
7. Unless otherwise requested or agreed by the Contracting Authority, the Contractor shall take the necessary steps to ensure that the financial contribution of the EU is given adequate publicity. These steps must follow the rules applicable to the visibility of external actions as defined and published by the EC.
8. The Contractor shall, within 15 calendar days of receipt of the contract, sign and date the contract and return it.
9. A guarantee that the services provided will not be subcontracted to third parties. It is to be clarified that this limitation on sub-contracting is strictly limited to cases where the sub-contractor being awarded work by the tenderer has employees of the tenderer who are also in the employ of the sub-contractor and are carrying out, with the subcontractor, the same or very similar duties as those in their contract of employment with the tenderer. Further, any sub-contractor will need to agree to all the other conditions laid down in this circular whilst the tenderer will remain responsible for all the work or services provided in the contract **including** those carried out by the sub-contractor;
10. A guarantee that the contractual work will not be carried out by self-employed persons but solely by employees of the tenderer. It is to be clarified that this exclusion does not apply to bona fide self-employed individuals, and that the tenderer is guaranteeing that no work will be carried out by persons designated as self-employed where their actual employment status in terms of the Employment Status National Standard Order, LN 44/2012, is that of an employee;
11. A guarantee that all the employees of the tenderer, whether providing services to the contracting authority or not, have a written contract of services 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;

12. 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);
13. Employee's wages/salaries are paid only by direct payment in the employee's bank accounts;
14. 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;
15. The contractor shall be obliged to specify the minimum hourly workers' costs in tenders involving the provision of employees' services and shall also provide a breakdown of the employee costs in tenders where the tender requires a global sum covering the services to be provided. Guidance from the Department of Industrial and Employment Relations will be sought by the contracting authority for an estimate of the minimum statutory hourly costs for the particular work in the specific sector which is being tendered for.

Signature:

(the person or persons authorised to sign on behalf of the tenderer)

Date:

Section D

Terms and Conditions

1. You are kindly requested to submit your quote/s for the above item/s. All quotes should include the following information:
 - Full name of company,
 - Address of Company,
 - Full name and Designation of contact person,
 - Contact Telephone Number / Mobile Number,
 - Email Address,
 - VAT number,
 - Date.
2. Please note that quotes are to be submitted in Euro currency.
3. Soft copies of the Submission must be provided in Word, Excel, pdf or jpg formats.
4. Please note that ALL documents must include the Reference number together with the name of item being requested. In cases, where this information is not included, the Contracting Authority reserves the right NOT to consider you interest to participate.
5. Documents can be sent either through email or brought by hand, in which case they should be inserted in the Tender Box found at the Directorate Corporate Services, Ministry of Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta. Documents can be brought by hand from Monday to Friday between 8.00 am and 12.00 pm only. Offers received via E-mail will be inserted in a sealed envelope and posted in the respective box.
6. Quotes must be valid for a minimum of 90 days.
7. Quotes are to be submitted, without any commitment on behalf of the government.
8. **Delivery costs must be included in all received quotes.**
 - Prices are to include delivery costs. The Bidder is advised to contact Valletta Local Council to familiarise self with any charges, permits and any other obligations that are to be borne by the contractor to effect delivery. The Contracting Authority shall not

be charged with any other charges on delivery which were not reflected in the respective bid.

- If a crane or other machinery is to be used, reference is being made to this form which is to be filled in and submitted to the Local Council. For further information kindly contact local council on 21234141 or 21251397.

<http://www.snapadministration.com/snapdatafiles/files/CityOfValletta/633823159651745000.pdf>

9. The Government reserves the right to:

- impose Penalties if items are not delivered within the time stipulated in the quote submitted by the awarded tenderer, which must never exceed 2 weeks from date of order;
- 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, which must never exceed 2 weeks from date of order.

10. Clarifications can be sought up to Tuesday 28th October at 10:00. Clarifications are to be requested by sending an email to procurement.mfa@gov.mt.

11. Tenderers must quote all components of the price inclusive of taxes, and any discounts. 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.

12. All Suppliers/contractors are advised to bid their rates and prices on the appropriate Schedule of Rates provided above. No offers are accepted if are found not in accordance with or deviate from the original Schedule of Rates provided with this Call.

13. If the tenderer offers a discount, the discount must be absorbed in the rates of the Schedule of Prices (Section B). 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.

14. Items offered that do not conform to specifications will not be considered.

15. Tender will be awarded to the cheapest specifications compliant offer.

16. Please note that it is entirely the Tenderer's responsibility to ascertain that the Request for Participation is received BEFORE the deadline for submission. Thus, the government cannot be held responsible for Quotes/Request for Participation which are not recorded on the Schedule of Offers sheet after the opening session because these were received after the expiry of the above deadline.
17. All submissions should be sent either:
 - by email on procurement.mfa@gov.mt or
 - by handby **10:00am on Tuesday 3rd February, 2014**
18. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.

Annex I

Company Information:

Full name of company	
Address of Company	
Full name of contact person	
Designation of contact person	
Contact Telephone Number / Mobile Number	
Email Address	
VAT/ Registration number	

Annex II

Overview of Tenderer's Personnel

	Description	Number
<i>A</i>	<i>Managerial</i>	
	<ul style="list-style-type: none"> • Director/s and Management 	
<i>B</i>	<i>Administrative</i>	
	<ul style="list-style-type: none"> • Administrative Staff 	
	<ul style="list-style-type: none"> • Other Staff 	
	<i>TOTAL</i>	

Annex III**LIST OF LITERATURE/SAMPLES****1. List of literature to be submitted with the tender:**

Item	Description
1.1	Verification of compliance as per Technical Specifications

Section D:**Offer: Schedule of Prices****MINIMUM HOURLY WORKERS' COSTS**

The tenderer is to fill in this form and attach it as indicated in the 'Eligibility' as per section A

The employee's cost per hour of work is worked out on the following:

Basic Hourly Rate	
N.I.	
Vacation Leave	
Bonus/Weekly Allowance	
Public Holidays	
Sick Leave	
Total	

FINANCIAL OFFER

Provision of cleaning services to the Ministry for Foreign Affairs

FINANCIAL BID BREAKDOWN

Item	Description	Rate per hour inclusive of all taxes but excluding VAT (€)	VAT (€)	Rate per hour Inclusive of all taxes & VAT (€)	Total inclusive of VAT (€)
1	Hourly workers' cost (Not less than €6.28 per hour excluding VAT)				
2	Rate per hour for all other expenses to carry out the services as per Terms of Reference including but not limited to materials, administrative charges etc. ^(a)				
GRAND TOTAL INCLUDING VAT AND ANY OTHER TAXES AS APPLICABLE TO BE CARRIED FORWARD TO TENDER RESPONSE FORMAT					

Notes:

- (a) Tenderers are reminded that the Contracting Authority is entitled to reject any offer which is considered to be abnormally low according to Regulation 29 (1)(2) & (3) of LN296/2010