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GOVERNMENT OF MALTA
PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS

REQUEST FOR QUOTATIONS

OPM/FPD/001/2022

Request for Quotations for the Provision of Technical and Professional Support Services to the National Focal Point as Programme Operator of the EEA and Norway Grants 2014 – 2021

21 January 2022



Supported by the peoples of Iceland,
Liechtenstein and Norway through the
EEA and Norway Grants

Request for Quotations for the Provision of Technical and Professional Support Services to the National Focal Point as Programme Operator of the EEA and Norway Grants 2014 - 2021

Reference: OPM/FPD/001/2022

1. Scope of Services

- 1.1. The Funds and Programmes Division (FPD) within the Office of the Prime Minister (OPM), is requesting quotations for the *Provision of Technical and Professional Support Services to the National Focal Point as Programme Operator (NFP as PO) of the EEA and Norway Grants 2014 – 2021*.

2. Procedure

- 2.1. This Request for Quotations (RFQ) is being issued in line with the **Public Procurement Regulations, 2016 (Legal Notice 352 of 2016)**.
- 2.2. This is a fee-based contract. The services shall be requested on an ad hoc basis. The awarded contract will be valid either till the end of December 2022 or until the allocated funds of €5,000.00 (excl. VAT) are exhausted.

2.3. *Timetable*

	DATE	TIME
<i>Date of Publication</i>	Friday 21 January 2022	-
<i>Deadline for requesting any clarifications from the FPD</i>	Tuesday 25 January 2022	Close of Business
<i>Deadline for the submission of quotations</i>	Thursday 27 January 2022	Close of Business

2.4. *Method of Submission of Quotations*

- 2.4.1. Signed and scanned quotations including Annex I, II and III, can be submitted before the deadline for submission of quotations as indicated in the Timetable under section 2.3. All quotations must be submitted by electronic mail on eeanorway@gov.mt
- 2.4.2. Late submissions will not be considered. No liability will be accepted for the rejection of late quotations.
- 2.4.3. Quotations submitted by any other means will not be considered.
- 2.4.4. Quotations must comply with the requirements as stated in RFQ.
- 2.4.5. Bidders are to request any clarifications by electronic mail on eeanorway@gov.mt **specifying the reference and RFQ title**. Clarification requests should respect the deadline indicated in the Timetable under section 2.3.

- 2.4.6. Bidders will be deemed to have satisfied themselves, before submitting their quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all charges in their rates and prices.
- 2.4.7. In submitting his/her quotation, the bidder will be submitting his/her best and final offer.

2.5. *Validity of Quotation*

- 2.5.1. Bidders are committed to retain the validity of the quotation for a period of sixty (60) days from the closing date for the submission of the quotations as shown in Section 2.3 above.
- 2.5.2. The FPD may, at its own discretion, extend the deadline for submission of quotations. The FPD will upload a notice in this regard on its website www.eufunds.gov.mt.

2.6. *Evaluation of Quotations and Award Criteria*

- 2.6.1. The award criteria is the cheapest technically compliant bidder who abides to the requirements.
- 2.6.2. In the interest of transparency and equal treatment and without being able to modify their quotations, bidders may be required, at the sole written request of FPD, to provide clarifications.
- 2.6.3. In the case of arithmetical errors in the quotations received, the hourly rate (excl. VAT) shall be taken as the correct amount. The bidder will be bound by the adjusted amounts. The revised price will be communicated to the bidder.
- 2.6.4. Quotations that do not meet the requirements set out in this RFQ, will not be considered any further.
- 2.6.5. Notification of award shall be published on FPD's notice board and bidders will also be informed of the outcome of the RFQ.
- 2.6.6. The FPD reserves the right to cancel the whole quotation procedure and reject all quotations. The FPD reserves the right to initiate a new invitation for quotations.
- 2.6.7. In the eventuality that the quotation procedure is cancelled, bidders shall be notified by FPD.
- 2.6.8. In no circumstances will FPD be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a quotation, even if FPD has been advised of the possibility of damages. The publication of an award notice does not commit FPD to procure the services announced.
- 2.6.9. If the FPD completes the process and signs an agreement with the cheapest compliant bidder, the FPD may eventually terminate the agreement at any time at its sole discretion. In such cases, the FPD reserves the right to initiate a new invitation for quotations for the same or similar services.

3. Requirements

- 3.1. In order to be considered eligible for the award of the contract, bidders must provide evidence that the individual/s providing the services meet or exceed the minimum qualification/skill criteria described hereunder:
- **In possession of a recognised Bachelors' qualification at MQF Level 6 or higher in Commerce, Management, European Studies and related areas;**
 - Able to communicate in the English and Maltese languages (both written and spoken) as attested in the Curriculum Vitae.
- 3.2. With respect to any foreign qualifications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the National Commission for Further and Higher Education. A copy of such statement should be attached to the Curriculum Vitae.

4. Response Requirements

- 4.1. Bidders, when submitting their offer, are expected to provide a complete and comprehensive response to this RFQ. Responses should include the following:
- Details of bidder (**Annex I**) duly filled-in.
 - Technical Offer Template (**Annex II**) duly filled-in.
 - Financial Bid (**Annex III**) duly filled-in. The bid price shall be made up of an hourly rate exclusive of VAT and all other taxes.
 - The **Curriculum Vitae** of the individual/s providing the services showing that they possess the required qualifications listed under Section 3 of this RFQ. A **copy of their qualification certificates** (including MQRIC recognition statement, *if applicable*) is to be submitted as proof.

5. Terms of Reference (TORs)

- 5.1. The prospective bidder is required to provide Technical and Professional Support Services to the NFP as PO of the EEA and Norway Grants 2014 - 2021.
- 5.2. The service involves a total number of man-hours below €5,000.00 (excl. VAT) in man-hours value.
- 5.3. The tasks pertaining to this RFQ, shall commence with effect from the **first week of February 2022**.
- 5.4. Service deliverables may include:
- Drafting of any Contracts and/or Addenda related to the EEA and Norway Grants Programmes;
 - Providing technical expertise to the FPD and carrying out 100%¹ administrative verification checks on various EEA and Norway Grants

¹ The Interim Financial Report (IFR) for the EEA and Norway Grants, is processed twice a year, on 15 March covering payments from 1 July to 31 December of the previous year, and on 15 September covering payments from 1 January to 30 June of the same year

projects. The administrative verification checks are to be carried out in accordance with Article 5.6 (2) of the Regulations of the EEA and Norway Grants 2014 - 2021. The administrative verification checks will be carried out in order to ensure that expenditure is in line with the Project Contract, that the relevant procedures have been followed and that the expenditure complies with Community and National Rules;

- Drawing up and endorsing reports including conclusions following the carrying out of administrative verification checks. The FPD shall provide the contractor with the template used for the administrative verification checks. The report/s shall be submitted by 1 March for payments covering the period 1 July to 31 December of the previous year and by 1 September for payments covering the period 1 January to 30 June of the same year, unless otherwise specified by the FPD. The report/s shall be considered final upon approval of the FPD;
- Drafting of reports linked to the EEA and Norway Grants 2014 – 2021, and to subsequent programming periods of the same Grants;
- Facilitating networking/meeting events;
- Delivering presentations and information sessions that may be organised by the FPD from time to time; and
- Drafting of the TORS for the Evaluation Tender based on any guidance and templates provided by the Financial Mechanism Office (FMO) or any other competent authority.

- 5.5. The above is not an exhaustive list and the FPD may request other and different services.
- 5.6. The FPD may require services to be rendered after regular office hours on weekdays.
- 5.7. Service delivery may be requested from any premises/venue/location as directed by the FPD.
- 5.8. The FPD may request a minimum service of 2 hours at a time, when work requires the service provider to travel to meetings (otherwise the minimum 2 hours block does not apply, in particular when the service provider carries out work from private office).
- 5.9. The FPD may terminate the contract agreement at any time after the signing of the agreement without providing justification for same.
- 5.10. By submitting their offer, bidders confirm their availability to provide the required services. If it is deemed that, following the signing of the contract, the service provider is not in a position to provide the necessary service within the stipulated deadline/s established by the FPD, the service provider will be deemed to have abandoned the contract. In such a case, the FPD will terminate the service contract with immediate effect.
- 5.11. The EEA and Norway Grants follow the Regulations established by the Financial Mechanism Committee. The Grants also follow the Community and National Rules. In this sense, the bidder is expected to be knowledgeable on the way EU Funds operate with a view that similar processes are applied to the EEA funds under the EEA and Norway Grants 2014 – 2021 as well as the legal texts related to the implementation of the same Grants.
- 5.12. It is being specified that hours spent familiarising with the EEA and Norway Grants 2014 – 2021 and any other related documentation, are not to be claimed by the service provider. Only effective hours are to be charged to the FPD.
- 5.13. Periodic requests for payments after every forty (40) hours of service delivered, are to be submitted to the FPD for verification and payment. Such requests are to include an

invoice as well as proof of the tasks performed through a timesheet. A template of the timesheet/record of works will be provided by the FPD.

- 5.14. For the scope of each invoice, the service provider will be agreeing to charge the FPD on a pro-rata basis (according to the hours of service provided – depending on the time sheet to be presented with the invoice). Only hours approved by the NFP as PO, will be eligible for payment.
- 5.15. In order to avoid any potential conflict of interest, the bidder should not be involved in the implementation of the projects financed under the EEA and Norway Grants.

6. Financing

- 6.1. The expenditure will be co-financed by the Programme Operator Costs under the EEA and Norway Grants 2014 – 2021.

7. Method of Payment

- 7.1. Payment will be effected by the NFP as PO after the production of a valid invoice and time sheet, certified correct by the NFP as PO.

8. Law

- 8.1. By submitting their offer, 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 bid and the resulting contract.

9. Data Protection

- 9.1. Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2018). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the FPD without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

10. Gender Equality

- 10.1. In carrying out his/her obligation in pursuance of this contract, the bidder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the ground of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

ANNEX I

(to be filled-in by interested service providers)

I. DETAILS OF BIDDER SUBMITTING QUOTE

Name of Person Submitting the Bid	
Company Postal Address	
E-mail Address	
Company Telephone Number	
Company/Bidder VAT Registration Number	

Contact Person's Name and Surname	
Position of Contact Person within the Company	
Contact Person's Mobile Number	
I.D. Card Number	
<p>Confirmation (please include YES/NO in the adjacent column) by the bidder that the individual/s providing the services have the necessary Qualification Certificates (including MQRIC recognition statement, <i>if applicable</i>).</p> <p><i>The Curriculum Vitae of the individual/s providing the services including a copy of certificates and MQRIC recognition statement, if applicable, is/are to be submitted.</i></p>	

ANNEX II

I. TECHNICAL OFFER TEMPLATE

Service	Specifications	Yes/No	Comments
		<i>(Please confirm by writing down Yes/No next to each statement)</i>	<i>(only if required, not necessary)</i>
Provision of Technical and Professional Support Services to the National Focal Point as Programme Operator (NFP as PO) of the EEA and Norway Grants 2014 – 2021	The individual/s providing the services meet or exceed the minimum qualification/skill criteria described hereunder: - In possession of a recognised Bachelors’ qualification at MQF Level 6 or higher in Commerce, Management, European Studies and related areas; - Able to communicate in the English and Maltese languages (both written and spoken) as attested in the Curriculum Vitae		
	The service involves a total number of man-hours below €5,000.00 (excl. VAT) in man-hours value		
	The tasks pertaining to this RFQ, shall commence with effect from the first week of February 2022		
	Service deliverables may include: - Drafting of any Contracts and/or Addenda related to the EEA and Norway Grants Programmes; - Providing technical expertise to the FPD and carrying out 100% administrative verification checks on various EEA and Norway Grants projects. The administrative verification checks are to be carried out in accordance with Article 5.6 (2) of the Regulations of the EEA and Norway Grants 2014 - 2021. The administrative verification checks will be carried out in order to ensure that expenditure is in line with the Project Contract, that the relevant procedures have been followed and that the expenditure complies with Community and National Rules;		

	<ul style="list-style-type: none"> - Drawing up and endorsing reports including conclusions following the carrying out of administrative verification checks. The FPD shall provide the contractor with the template used for the administrative verification checks. The report/s shall be submitted by 1 March for payments covering the period 1 July to 31 December of the previous year and by 1 September for payments covering the period 1 January to 30 June of the same year, unless otherwise specified by the FPD. The report/s shall be considered final upon approval of the FPD; - Drafting of reports linked to the EEA and Norway Grants 2014 – 2021, and to subsequent programming periods of the same Grants; - Facilitating networking/meeting events; - Delivering presentations and information sessions that may be organised by the FPD from time to time; and - Drafting of the TORS for the Evaluation Tender based on any guidance and templates provided by the Financial Mechanism Office (FMO) or any other competent authority. <p>The above is not an exhaustive list and the FPD may request other and different services.</p>		
	<p>The FPD may require services to be rendered after regular office hours on weekdays.</p>		
	<p>Service delivery may be requested from any premises/venue/location as directed by the FPD</p>		
	<p>The FPD may request a minimum service of 2 hours at a time, when work requires the service provider to travel to meetings (otherwise the minimum 2 hours block does not apply, in particular when the service provider carries out work from private office).</p>		

	The FPD may terminate the contract agreement at any time after the signing of the agreement without providing justification for same		
	By submitting their offer, bidders confirm their availability to provide the required services. If it is deemed that, following the signing of the contract, the service provider is not in a position to provide the necessary service within the stipulated deadline/s established by the FPD, the service provider will be deemed to have abandoned the contract. In such a case, the FPD will terminate the service contract with immediate effect		
	The EEA and Norway Grants follow the Regulations established by the Financial Mechanism Committee. The Grants also follow the Community and National Rules. In this sense, the bidder is expected to be knowledgeable on the way EU Funds operate with a view that similar processes are applied to the EEA funds under the EEA and Norway Grants 2014 – 2021 as well as the legal texts related to the implementation of the same Grants		
	It is being specified that hours spent familiarising with the EEA and Norway Grants 2014 – 2021 and any other related documentation, are not to be claimed by the service provider. Only effective hours are to be charged to the FPD		
	Periodic requests for payments after every forty (40) hours of service delivered, are to be submitted to the FPD for verification and payment. Such requests are to include an invoice as well as proof of the tasks performed through a timesheet. A template of the timesheet/record of works will be provided by the FPD		
	For the scope of each invoice, the service provider will be agreeing to charge the FPD on a pro-rata basis (according to the hours of service provided – depending on the time sheet to		

	be presented with the invoice). Only hours approved by the NFP as PO, will be eligible for payment		
	In order to avoid any potential conflict of interest, the bidder should not be involved in the implementation of the projects financed under the EEA and Norway Grants		

ANNEX III

Quantity	Service Required	Price per hour	V.A.T.	Total price per hour
			<i>(if applicable)</i>	<i>(incl. V.A.T)</i>
1	Provision of Technical and Professional Support Services to the National Focal Point as Programme Operator (NFP as PO) of the EEA and Norway Grants 2014 – 2021	€ _____	€ _____	€ _____

Name:

Signed:

Representing Company:
(if applicable)

Date:

Please submit the three completed Annexes including Curriculum Vitae and Qualification Certificates by electronic mail on eeanorway@gov.mt