



**ELECTORAL OFFICE**  
**Evans Building**  
**Merchants Street**  
**VALLETTA VLT2000**  
**MALTA**

**Reference No:** 01/2020

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**CALL FOR QUOTES FOR THE PROVISION OF  
MEDICAL SERVICES  
FOR THE ELECTORAL OFFICE**

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**Date Published:** 24<sup>th</sup> January, 2020

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**Deadline for Submission:** 7<sup>th</sup> February, 2020 at 12:00pm CET

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**Opening Session:** 7<sup>th</sup> February, 2020 at 12:00pm CET

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**OFFICE OF THE ELECTORAL OFFICE**

EVANS BUILDING, MERCHANTS STREET, VALLETTA VLT2000, MALTA

TEL: 2558 3100 EMAIL: [electoral.office@gov.mt](mailto:electoral.office@gov.mt)

## 1. Terms and Conditions

- 1.1 The subject for this call for quotation is the *Provision of Medical Services for the Electoral Office*.
- 1.2 This contract shall be valid for a period of twenty-four (24) 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 thirty-six (36) months, and the same terms and conditions. This extension shall be the prerogative of the Electoral Office.
- 1.3 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.
- 1.4 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.
- 1.5 Offers must remain valid for a period of ninety (90) days after the deadline for submissions of quotations.
- 1.6 No variant solutions to those outlined in the *Specifications Sections* will be accepted.
- 1.7 Any attempt by the bidder to approach any member of the Evaluation Committee/Department directly during the evaluation period will be considered legitimate grounds for disqualifying his offer.
- 1.8 When checking and comparing offers, the Evaluation Committee may ask a bidder to clarify any aspect of the offer. Bidders may in no circumstance 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.
- 1.9 The Department reserves the right to accept or reject any offer and/or to cancel the whole procedure and reject all offers. The Department reserves the right to initiate a new invitation to offers.

## 2. Specifications

- 2.1 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 3.2.5 of the Public Service Management Code (April 2019). The demand for medical services is at the sole discretion of the Department.
- 2.2 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) of such changes.
- 2.3 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 10:00am CET of the day on which the visit is to be carried out.
- 2.4 On receipt of the request at paragraph 2.3, the successful bidder is to acknowledge receipt via email.  
All communications to the Electoral Office should be sent to: [sickelectoral.opm@gov.mt](mailto:sickelectoral.opm@gov.mt)
- 2.5 On the same day of receipt of the request at paragraph 2.3, the successful bidder is to send a Medical Doctor to the residence of the employee/s concerned.
- 2.6 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.
- 2.7 Throughout the visit, the Medical Doctor conducting the visit on behalf of the successful bidder is always to carry a visible personal identification tag.
- 2.8 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.

- 2.9 By 5:00pm CET on the same day of following the Medical Doctor 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 the first day of absence); and
  - iv. the date when the employee is expected to resume duty.
- 2.10 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.
- 2.11 The successful bidder may not at any time of the contract period ask for a revision of the rates.
- 2.12 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.
- 2.13 Should the successful bidder repeatedly fail to provide the service requested, the Electoral Office shall have the right to terminate the contract by giving one (1) week notice to the successful bidder.

### 3. Instructions to Bidders

- 3.1 All correspondence must be written in English or Maltese.
- 3.2 All quotations should be in Euro currency. Prices quoted are to be quoted Duty Delivery Paid and VAT is to be quoted separately. Where a payment transaction does not include a currency conversion, the payee shall pay the charges levied by his/her payment service provider, and the payer shall pay the charges levied by his payment service provider.
- 3.3 Sealed quotations are to be deposited by hand in the Tender Box at the Electoral Office, Evans Building, 2<sup>nd</sup> Floor, Merchants Street, Valletta, VLT 2000, **by not later than 7<sup>th</sup> February 2020 at 12:00pm CET.**
- 3.4 Offers will be opened in a public session on the 7<sup>th</sup> February 2020 at 12:00pm CET. The result will be published on the notice board of the Electoral Office, Valletta.
- 3.5 **Only quotations delivered by hand will be considered. Late submissions will not be accepted.**
- 3.6 The bidder shall quote fixed rate as per attached schedule.
- 3.7 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.
- 3.8 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.
- 3.9 Monthly payments shall be made to the contractor upon presentation of a bill to the Chief Electoral Commissioner at the Electoral Office, Evans Building, Level 2, Merchants Street, Valletta.  
  
Any penalties which may be incurred by the contractor shall be deducted from these bills.
- 3.10 The bidder is to fill in all the relevant information asked in the Financial Bid form.
- 3.11 Clarifications can be sought up to THREE (3) WORKING DAYS before the closing date. Any queries and requests for clarifications are to be sought only via email on [electoral.office@gov.mt](mailto:electoral.office@gov.mt). All clarifications will be posted by the Electoral Office within a reasonable time on the notice board at the Electoral Office, Evans Building, 2<sup>nd</sup> Floor, Merchants Street, Valletta.

- 3.12 Bidders must quote all components of the price **inclusive** of taxes, customs and import duties and any discounts. Bidders not registered with the VAT authority in Malta, must **still** include in their financial offer any VAT that the Electoral Office may have to pay either in Malta or the country where the applicant is registered irrespective of the reverse charge mechanism. The financial offer will be considered as the total financial cost to the Electoral Office including any VAT that may have to be paid not through the winning applicant. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.
- 3.13 If the applicant offers a discount, the discount must be absorbed in the rates of the Financial Bid. The prices for the contract must include all the supplies/works to be provided. The prices quoted are fixed and not subject to revision or escalation in costs.
- 3.14 Any dispute, controversy or claim arising out of, or relating to this contract, or the breach, termination or invalidity, shall be settled by arbitration on accordance with the rules of the Malta Arbitration Centre as at present in force.
- 3.15 The rule governing the Employment of labour in Malta and those for the supply of a running contract insofar as they are consistent with the above shall also apply.
4. Relevant **literature** about the services being offered is to be submitted with the quotation.
5. **Services offered that do not conform to specifications will not be considered.**
6. **Call will be awarded to the cheapest offer which is fully compliant with Specifications, Administrative and Financial Requirements.**
7. **Please note that it is entirely the bidder's responsibility to ascertain that the quote is submitted BEFORE the deadline for submission of quotations.**

The Electoral Office  
Evans Building  
2<sup>nd</sup> Floor  
Merchants Street  
Valletta

# FINANCIAL BID

## CALL FOR QUOTES FOR THE PROVISION OF MEDICAL SERVICES FOR THE ELECTORAL OFFICE

REFERENCE NO: 01/2020

### Breakdown of Costs

*All prices to be submitted in Euro Currency.*

### Bidder Information

Full Name: \_\_\_\_\_

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

Full Name of Contact Person: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

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

VAT number: \_\_\_\_\_

Medical Registration Number: \_\_\_\_\_

Call Reference Number: \_\_\_\_\_

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

Item No	Description	Quantity	Unit Cost including Duties & other Taxes/Charges (Delivery Duty Paid – DDP) but excluding VAT €
A	Rate per person per visit	1	

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

\_\_\_\_\_  
Signature