



ELECTORAL OFFICE
Counting Complex
Ex-Trade Fair Grounds
NAXXAR
MALTA

Reference No: **EO 03/2026**

CALL FOR QUOTES FOR THE PROVISION OF TRANSPORTATION SERVICES FOR THE ELECTORAL OFFICE

Date Published: **29th September, 2026**

Deadline for Submission: **13th October, 2026** **at 12:00pm CET**

Opening Session: **13th October, 2026** **at 12:00pm CET**

THE ELECTORAL OFFICE

COUNTING COMPLEX, EX-TRADE FAIR GROUNDS, NAXXAR, MALTA

TEL: 2558 3100 EMAIL: procurement.electorale@gov.mt

1. Terms and Conditions:

- 1.1 The subject of this Call for Quotes is the “Provision of Transportation Services for the Electoral Office”.
- 1.2 The selected bidder shall provide the services for a period of THREE (3) YEARS to be extended for a further period of one (1) year upon mutual agreement by both parties. The Electoral Office reserves the right to terminate the contract before contract period elapses.
- 1.3 The services procured through this document are indicative and will not be utilised in one go; they depend on the work exigencies of the Electoral Office.
- 1.4 The purpose of this value shall be the guidance of prospective bidders when submitting their offer and is not to be considered a binding capping price.
- 1.5 The services’ performance shall follow the obligations listed in the Laws of Malta, mainly but not limited to Chapter 424 of the Occupational Health and Safety Authority Act and other relevant Subsidiary Legislations.
- 1.6 The performance of the Contract shall commence on the date the contract is signed.

2. Specifications and Conditions:

- 2.1 Prices quoted should include loading, transporting, unloading, and delivering of articles:
 - a. From any site in Malta (whenever ‘Malta’ is mentioned, it includes Gozo) to inside any of the Electoral Office stores and Office in Malta, as indicated by the Chief Electoral Commissioner or his/her representatives.
 - b. From inside of any of the Electoral Office stores and Offices to any site in Malta.
 - c. From any site in Malta to the same or any other site in Malta.
 - d. Shifting of articles inside a location identified by the Electoral Office or to nearby areas.
- 2.2 Prices quoted should include loading, transporting, unloading, and delivering of articles.
- 2.3 The Electoral Office shall have the option of requiring the Service Provider to carry small loose items either in bundles or separately. In such cases the price quoted shall cover loading, transporting, delivery and unloading of items.

- 2.4 All handling of articles both at the loading and delivery ends is to be carried out solely by the Service Provider's men and plant. Electoral Office personnel are to be available, if required, for supervision only.
- 2.5 The Service Provider shall deliver the articles inside the building at the exact location indicated by the Chief Electoral Commissioner or his/her representative.
- 2.6 The Service Provider is responsible for transporting furniture and providing satisfactory services. The Service Provider is to ensure that a regular and efficient service is provided and that all those employed during the execution of the contract are appropriately trained, experienced, and motivated.
- 2.7 Any risks are to be borne solely by the Service Provider who shall be responsible for any damage that may be caused to the Electoral Office, Government and Private Property during the execution of work. The Service Provider will be responsible to make good (at his expense) for any damage incurred.
- 2.8 The Service Provider shall assume all and complete responsibility for any damages arising consequently, whether directly or indirectly, from the performance of this agreement. For this purpose, the Service Provider shall keep the Contracting Authority indemnified for all costs and expenses incurred by it in action or acts of whatsoever nature taken against it.
- 2.9 The Service Provider shall take out a public liability insurance policy to cover against legal liability arising out of and during service execution to third parties by the Service Provider or any of its employees.
- 2.10 Any fines and /or Court costs for parking, traffic, or other offenses are to be paid by the Service Provider.
- 2.11 Under normal circumstances a prior notice of 24 hours will be given by the Chief Electoral Commissioner or his/her representative to the Service Provider, but in certain cases the Service Provider shall take the work in hand as soon as required against an official written request.
- 2.12 Normally the Service Provider must carry out the work during normal hours (from 7:00 to 17:00) but he may also be required to transport articles at any time of the day including weekends.
- 2.13 The trucks used must be closed, furniture-transport type of trucks as follows:
- Small truckload which must be up to 3.5tonnes and must be accompanied by one driver and one handler.
 - Large truckload which must be over 3.5tonnes must be accompanied by one driver and two handlers.
- 2.14 Vehicle logbooks should always be available in their respective vehicles.

- 2.15 All vehicles used by the Service Provider under this contract are to be road worthy (VRT Certified), be insured, have a valid road license, have a license to Dispose of Material, and shall comply with the Motor Vehicles Registration Act and with the Malta Transport Authority Regulations. Drivers of such vehicles shall be in possession of a valid driving license.
- 2.16 Cranes and fork lifters may be required at the stores and site of work to load, transport, unload and deliver articles to OR from site of work as stipulated. These should be provided and operated by the Service Provider.
- 2.17 The Service Provider shall obtain the necessary permits from local authorities up to €5 charge to operate the transportation process without claiming for such expenses.
- 2.18 Requests to operate the machinery on site for which permits exceed €5, including the provision of policemen and/or wardens to direct the traffic during the transportation process, must be proposed and accepted through an official request to the Electoral Office for the expenses to be borne by the Electoral Office.
- 2.19 The Service Provider shall quote as per *Breakdown of Costs* table attached.

3. Instructions to Bidders

- 3.1 Please note that quotations should be in **Euro currency**. Quotations are to be submitted and shall be awarded including taxes/charges but excluding VAT. Except as may otherwise be provided for in the contract, no payment will be made for the items which have not been costed.
- 3.2 Quotations are to be deposited by hand in a sealed envelope in the Tender Box at the reception of the Electoral Office, Counting Complex, Ex-Trade Fair Grounds, Naxxar by not later than 13th October 2026 at 12:00pm CET.
- 3.3 Quotations must be valid for a minimum of 90 days.
- 3.4 The Electoral Office reserves the right to impose penalties amounting to €50.00 (per calendar day) if services are not rendered as stipulated in this Call for Quotations.
- 3.5 Clarifications can be sought by bidders up to THREE (3) WORKING DAYS before the closing submission date. Any queries and requests for clarifications are to be sought only via email on procurement.electoral@gov.mt.
- 3.6 The prices quoted are fixed and not subject to revision or escalation in costs.
- 3.7 Call will be awarded to the cheapest offer which is fully compliant with the terms and conditions and technical criteria.

- 3.8 Please note that it is entirely the Bidder's responsibility to ascertain that the quote is submitted BEFORE the deadline for submission of quotations.

Breakdown of Costs

All prices to be submitted in Euro currency.

Bidders shall quote for all the items in the following table. Bidders not complying with this condition will not be considered.

Item	Description	Unit	Rate per unit including any other charges but excluding VAT €
a.	Small truckload including at least one driver and one handler for the loading, transporting, delivery and unloading of articles to/from any site of works/stores in Malta	Per Trip	
b.	Large truckload including at least one driver and two handlers for the loading transporting, delivery and unloading of articles to/from any site of works/stores in Malta	Per Trip	
c.	Labour cost for extra handler	Per Hour	
d.	Rate for fork lifter as per paragraph 2.16	Per Hour	
e.	Rate for crane as per paragraph 2.16	Per Hour	
GRAND TOTAL INCLUDING DUTIES & OTHER TAXES/CHARGES BUT EXCLUDING VAT (DELIVERED DUTY PAID-DDP)			

Applicant Information

Full Name:

Address:

Full Name of Contact Person:

Contact Telephone Number:

Email Address:

VAT number:

Call Reference and Date:

Signature:
