|  |  |  |
| --- | --- | --- |
| *Insert Logo of NGO here* | | |
| **REFERENCE NUMBER:** | **[Ref No]** | |
| **TENDER TITLE**  **Publicity requirements, if any**  **This project is being financed through local budget/EU funds.**   |  | | --- | | **IMPORTANT:** | | * **No Bid Bond is requested for this tender.** * **Tenderers are to ensure that the tender guarantee (bid bond) of € [................] is to remain valid up to and including [......................].**   *One is to choose the bullet as applicable from the above, as the Bid Bond (Tender Guarantee) is applicable only for tenders above Euro 2million. One should take into account the estimated cost per lot as may be applicable. The value of the Bid Bond is to be set at 1% of the estimated cost excl. VAT. The maximum amount shall stand at €60,000.  However, this maximum may be exceeded in exceptional circumstances with the prior approval of DG Contracts.* | | | |
| **Date Published:** | **[Date]** |  |
| **Deadline for Submission:** | **[Date]** | **at 09:30am CET/CEST** |
| **Tender Opening:** | **[Date]** | **At 10:00am CET/CEST** |
|  | | |
|  | | |
|  | | |
| **IMPORTANT** | | |
|  | | |
| **NAME OF NON GOVERNMENTAL ORGANISATION**  Contact details (Address, telephone, email address) | | |

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|  | SECTION 1 – INSTRUCTIONS TO TENDERERS | | This column is to be deleted upon finalisation | |
|  |  | |  | |
|  | 1. General Instructions | |  | |
|  |  | |  | |
| 1.1 | In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent Clarifications issued by the Non Governmental Organisation (NGO), whatever the economic operator’s own corresponding conditions may be, which through the submission of the tender is waived. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document. These Instructions to Tenderers complement the General Rules Governing Tenders for NGOs.  No account can be taken of any reservation in the tender in respect of the procurement documents; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.  **Prospective tenderers must submit their offer by depositing it in the tender box, located at *address of NGO*. Prospective tenderers take full responsibility to submit their offer by the set tender submission deadline.**  **Note:**  **Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.**  The Estimated Procurement Value for this Call for Tenders has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the Estimated Procurement Value, based on market research, is that of € [specify the value without the potential cost] excluding VAT.  The purpose of this value shall be the guidance of prospective bidders when submitting their offer and is not to be considered as a binding capping price.  Therefore, the published Estimated Procurement Value is not restrictive and final on the Contracting Authority. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value | | *If tender is divided into lots – the estimated value shall be per lot* | |
| 1.2 | The subject of this tender is the [*include subject matter and a brief overview of the requirements*] of the following [services/supplies/*works*]:   * [.........................................................] * [.........................................................] * [.........................................................] | | *Brief description* | |
|  |  | |  | |
| 1.3 | The place of acceptance of the services/supplies/works shall be [.......................], the time-limits for the execution of the contract shall be [.........................], and the INCOTERM2020 applicable shall be **Delivery Duty Paid (DDP).** | | *To be preset at vetting stage – No specific dates are to be included. Only number of days, weeks, months or years to be inserted.* | |
|  |  | |  | |
| 1.4 | This is a [lump-sum/unit-price/global price/fee-based] contract. | | *Choose as applicable.* | |
|  |  | |  | |
| 1.5 | This call for tenders is being issued under an open procedure. | |  | |
|  |  | |  | |
| 1.6 | The beneficiary of this tender is *NGO name*. | |  | |
| 1.7  1.7 | This tender is a reserved contract.  This tender is not a reserved contract. | | *Choose as applicable.* | |
|  | 2. Timetable | |  | |
|  |  | |  | |
| 2. | |  |  |  | | --- | --- | --- | |  | DATE | TIME | | Clarification Meeting/Site Visit (Refer to Clause 6.1) | [Date] | [Time] | | Deadline for request for any additional information from the NGO  **Clarification requests should be addressed to: *NGOs e-mail address*** | [Date] | [Time] | | Last date on which additional information can be issued by the NGO | [Date] | [Time] | | Deadline for submission of tenders/Tender opening session  (unless otherwise modified in terms of Clause 10.1 of the  General Rules Governing Tendering for NGOs) | [Date] | [Time] | | \* All times Central European Time (CET) / Central European Summer Time (CEST) as applicable | | | | | *If applicable*  *13 calendar days before deadline for tenders below the threshold of Euro139,000 net of VAT*  *16 calendar days before deadline for tenders above the threshold of Euro139,000 net of VAT*  *8 calendar days before deadline for tenders below the threshold of Euro139,000 net of VAT*  *11 calendar days before deadline for tenders above the threshold of Euro139,000 net of VAT*  *As per Notice* | |
|  |  | |  | |
|  | 3. Lots | |  | |
|  |  | |  | |
| 3.1 | This tender is not divided into lots, and tenders must be for the whole of quantities indicated. Tenders will not be accepted for incomplete quantities. | | *As applicable – for tenders above the Euro139,000 net of VAT threshold, please insert justification why tender is not divided into lots (mandatory)* | |
| 3.1 | This tender is divided into lots. Tenderers may submit a tender for [one lot only/ several lots (one or more lots)/all of the lots]. | | *As applicable* | |
|  |  | |  | |
| 3.2 | The tenderer must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances will tenders for part of the quantities required be taken into consideration. Each lot may form a separate contract and the quantities indicated for different lots will be indivisible. | | *As applicable* | |
|  |  | |  | |
| 3.3 | Contracts will be awarded lot by lot, in accordance with the award criteria at Article 9. | | *As applicable* | |
|  |  | |  | |
|  |  | |  | |
| 4.1  4.2 | ***4. Variant Solutions***  Variant solutions are not permissible.  Variant Solutions will be accepted. | | *A variant solution is not available for departmental tenders (that is, tenders below the threshold of Euro139,000 net of VAT) and only applicable in tenders with the Best Price Quality Ratio (BPQR) as award criteria* | |
| 5.1 | ***5. Financing***  The project is *co-financed* by the European Union/Government of Malta, in accordance with the rules of <*specify the programme*> programme. | | *Specify the EU Fund* | |
| 5.1  5.2 | The project is financed from local budget funds.  The Contracting Authority of this tender is *(name of the NGO).* | |  | |
|  |  | |  | |
|  | 6. Clarification Meeting/Site Visit | |  | |
|  |  | |  | |
| 6.1 | No clarification meeting/site visit is planned. | | *Choose applicable clause* | |
| 6.1 | A clarification meeting/site visit will be held on the date and time indicated in Clause 2, at [**address**] to answer any questions on the tender document which have been forwarded in writing, or are raised during the same meeting. Minutes will be taken during the meeting, and these (together with any clarifications in response to written requests which are not addressed during the meeting) shall be posted online on the NGOs website as a clarification note as per the General Rules Governing Tendering for NGOs.  Meetings between economic operators and the NGO, other than that provided in this clause during the tendering period are not permitted. | |  | |
|  |  | |  | |
|  |  | |  | |
|  | 7. Selection and Award Requirements | |  | |
|  |  | |  | |
|  | In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder. | |  | |
|  |  | |  | |
|  | **(A) Eligibility Criteria**  Economic Operators are to complete the Eligibility Section through the ESPD and the necessary documents as follows:  (Note2) | |  | |
|  |  | |  | |
|  |  |  |  | |
|  |  |  |  | |
|  | (i)  (ii) | No Bid Bond is required.(Note 1)  An original bid-bond for the amount of €…./ €…. for Lot No. ... (etc) in the form available. (Note 1)  Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment by submitting a declaration to this effect. | *Choose as applicable:*  *In the case of Works/Supplies* | |
|  | (iii) | Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment by completing the minimum hourly workers’ costs declaration involving the provision of the employees’ services. (Note 2) | *To be requested only in the case of certain Services* | |
|  |  |  |  | |
|  | (iv)  (v)  (vi) | Power of Attorney (if applicable) (Note 2)  Submission of the declaration form that stipulates that following signature of contract, the successful bidder, will provide evidence in respect of the requirements stipulated regarding Energy Efficiency through the Energy Efficiency Form (if applicable) (Note 2)  Information re Joint Venture/Consortium (Note 2) | *In the Case of Services and Supplies above the Euro139,000 net of VAT* | |
|  | (B) Exclusion (including Blacklisting) and Selection Criteria – information to be submitted through the completion of the following declaration forms: | | *Choose section B as applicable!*  *In case of Departmental tenders* | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  | (i) | Declaration concerning exclusion grounds |  | |
|  | (ii) | Declaration concerning *Selection Criteria* |  | |
|  | **(B) Exclusion (including Blacklisting) and Selection Criteria – information to be submitted through the European Single Procurement Document (ESPD)** (Note 2) | |  | |
|  | (i)  (ii) | Data Concerning the economic operator to be submitted by filling Part II of the European Single Procurement Document (ESPD). Part II (2A.1 till 2A.13.1) of the ESPD seeks background information about the economic operator. (Note 2)  Part II A Reference 2A.14 till 2A16.6 need only be filled in if the procurement is Reserved. (Note 2) | *ESPD is to be utilised only in case of tenders above the departmental threshold of Euro 139,000 net of VAT* | |
|  | (iii) | Part II A Reference 2A.17 till 2A.17.3 need only be filled in when the economic operator is part of a group, consortium, joint venture or similar. (Note 2A)  Part II A Reference 2A.18 need only be filled where the tender is divided into lots. (Note 2) |  | |
|  | (iv)  (v) | Data concerning exclusion grounds to be submitted by filling Part III of the European Single Procurement Document (ESPD). (Note 2)  Economic Operators must declare that they meet the minimum criteria established hereunderby filling Part IV of the European Single Procurement Document (ESPD). If no Selection Criteria is requested by the Contracting Authority, the relevant part of the ESPD is to be left blank. (Note 2)  a) Suitability (Note 2)  b) Financial and Economic Standing(Note 2)  c) Technical and Professional Ability(Note 2)  Provide data concerning subcontractors and the percentage of works to be subcontracted. This information shall be included in the online ESPD form in Part IV: Selection criteria - Technical and professional ability.  Any subcontractor proposed and disclosed at this stage shall be evaluated in line with the Exclusion and Blacklisting Criteria as per these Instructions to Tenderers. Furthermore, if the sub-contractor is relied upon by the Contractor to meet the standards established in the selection criteria, apart from submitting the relevant commitments in writing, such reliance will be evaluated to verify its correctness and whether in effect these criteria are satisfied.  It is being understood that if the information being requested regarding sub-contracting is left empty, it will be assumed that no sub-contracting will take place (0% subcontracting).  d) Quality Assurance Schemes and Environmental Management Standards(Note 2) | *In accordance with Contracts Circulars /Procurement Policy Notes, Contracting Authorities may state which provisions from the ESPD as per categories hereunder are applicable*  *Refer to options in the Notes to compiler:*    *b) Applicable only for tenders with an estimated budget equal to €2,000,000 net of VAT and over. Insert minimum financial requirements/ratios, in proportion to the value of the contract.* | |
|  | (vii) Concluding statements to be submitted by filling Part VI of the European Single Procurement Document (ESPD). (Note 2A) | |  | |
|  |  | |  | |
|  | **(C) Technical Specifications** | |  | |
|  |  | |  | |
|  | (i)  (ii) | Tenderer’s Technical Offer in response to specifications. (Note 3)    **Key Experts Form, the Statement of Availability Form, the Self-declaration form for Key Experts (relating to public employees) and CVs** (Note 2)  Tenderer’s Technical Offer (Organization and Methodology) (Note 3)  **Literature** as per Form marked ‘Literature List’ to be submitted with the Technical offer at tendering stage. Alternatively, an Economic Operator can quote a reference number under which he/she has already supplied items so that there would be no need to submit literature. (Note 2) |  | |
|  | (iii) | Samples as per section in Form marked ‘Sample List’ maybe requested during the adjudication stage to supplement the technical offer submitted. If requested, the Samples must be submitted within XXX working days of being notified to do so. (Note 3)  If samples are not submitted within the specified timeframe, offer will not be considered further. |  | |
|  |  | |  | |
|  | **(D) Financial Offer** | |  | |
|  |  | |  | |
|  | (i)  (ii) | The Tender Form and Tenderer’s Declaration are to completed and submitted with the offer; a separate Tender Form is to be submitted for each option tendered, each form clearly marked ‘Option 1’, ‘Option 2’ etc.; (Note 3)  A financial offer is to be submitted by filling in Financial Bid Form/Bill of Quantities, and is to be calculated on the basis of **Delivered Duty Paid (DDP)2020 (Grand Total)** for the works/services/supplies tendered. [inclusive of spare parts/after-sales services/maintenance/training as applicable] (Note 3) |  | |
|  |  |  |  | |
|  |  | |  | |
|  | **Notes to Clause 7:**  *1. Tenderers will be requested to clarify/rectify, within five (5) working days from notification, the tender guarantee only in the following four circumstances: incorrect validity date, and/or incorrect value, and/or incorrect addressee and incorrect name of the bidder. Rectification in respect of the Tender Guarantee (Bid Bond) is free of charge.*  *2. A) Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.*  *3. No rectification shall be allowed. Only clarifications on the submitted information may be requested.*  ***Request for Clarification and / or rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.*** | |  | |
| 8.1 | **8. Tender Guarantee (Bid bond)**  No tender guarantee (bid bond) is required. | | *8.1 is for tenders that do not exceed the threshold of Euro2,000,000 net of VAT* | |
| 8.1 | The tender guarantee is set at €…./€...... for Lot No.....; €......for Lot No..... (etc.) and must be an original and valid guarantee presented in the format available to peruse from www.etenders.gov.mt. In the case where a tenderer is submitting an offer for one or more of the lots, only one tender guarantee is required to be submitted but it must be made for the total amount of the lots being tendered for. The guarantee must be issued by a local Maltese Bank or a Financial Institution licensed by a recognised Financial Regulator in the country where the company is located and who assumes responsibility for claims and payments to the amount as stated above. It must remain valid up to and including the [.................]. The tender guarantee must be drawn up in the name of the NGO.  The tender guarantee (bid bond) is intended as a pledge that the tenderer will not retract his offer up to the expiry date of the guarantee and, if successful, that he will enter into a contract with the NGO on the terms and conditions stated in the tender document. Notwithstanding the aforementioned, although both the deadline for submission of offers and the validity of the offers may be extended in terms of Articles 8 and 10 of the General Rules Governing Tendering respectively, the validity of the tender guarantee (bid bond) shall not be extended. Tenderers will be requested to clarify/rectify, within five (5) working days from notification, the tender guarantee submitted, only in the following circumstances: either incorrect validity date, incorrect name of the NGO, incorrect name of the bidder and/or incorrect value. Such rectification/s must be submitted within five (5) working days. Failure to comply shall result in the tender offer not being considered any further. | | *Usually calculated as 1% of the tender estimate with capping of Euro60,000* | |
|  | 9. Criteria for Award | |  | |
|  |  | |  | |
| 9.1 | The sole award criterion will be the price. The contract will be awarded to the tenderer submitting the cheapest priced offer satisfying the administrative and technical criteria. | | *Cheapest Award (9.1 only)* | |
| 9.1 | The sole award criterion will be the cost. The contract will be awarded to the tenderer submitting the lowest cost offer satisfying the administrative and technical criteria. | | *If the Cost criteria is chosen, one is to specify what will be the parameters.* | |
| 9.1 | The contract will be awarded to the tenderer submitting the offer with the Best Price/Quality Ratio (BPQR) in accordance with the below.  Each technical offer will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid of this tender document (Article 9.3). No other award criteria will be used. The award criteria will be examined in accordance with the requirements as indicated in the Technical Specifications. | | *BPQR Award (from 9.1 till 9.3)*  *BPQR criteria is to be approved through the Department of Contracts prior publication* | |
|  |  | |  |
|  | | | | |
|  |  | | *\* As Applicable* | |
|  |  | |  | |
| 9.2 | The evaluation process | |  | |
|  |  | |  | |
|  | At this step of the evaluation process, the Evaluation Committee will analyze the administratively-compliant tenders’ technical conformity in relation to the published Terms of Reference/Technical Specifications (Section 4).  When evaluating technical offers, each evaluator awards for each criterion/sub-criterion a score out of a maximum of 100 in accordance with the technical criteria and any sub-criteria as outlined in the evaluation grid. The score given to the criterion/ sub criterion (out of 100) will be multiplied by the weighting indicated against each criterion/ sub criterion.  If thresholds are set for each/any of the criteria/ sub criteria by setting a value out of 100. Those offers that do not obtain the set threshold for the individual criterion/ sub criterion will be eliminated\*  Tenderers must achieve an average technical score of (XX)%\*\*. The average technical score is arrived at by adding the individual weighted scores of each evaluator divided by the number of evaluators. Those tenderers that do not obtain the minimum set average technical score will be eliminated.  The offer achieving the highest technical score will be awarded 100% of the technical weight. The other offers will be awarded scores in proportion to the offer with the highest technical score as per below formula;  Technical score = Average Technical Score of the Respective Offer x Technical Weight  Highest average Technical Score  The financial offers for tenders which were not eliminated during the technical evaluation (i.e., those which have achieved an average technical score of (XX)%\*\* or more and/or those which have achieved the set threshold for individual criterion/ sub criterion) will be evaluated. The Evaluation Committee will also check that the financial offers contain no arithmetical errors.  The offer with the lowest price will be awarded 100% of the financial weight. The other offers will be awarded scores in proportion to the offer with the lowest price as per below formula;  Financial score = Lowest Priced Offer x Financial Weight  Financial Offer of the Tender Being Considered  The BPQR will be awarded to the offer that has obtained the highest score after adding the respective technical and financial scores as visualized below; | | *\*This is optional and it is advisable to use only in cases where a particular criterion is vital.*  *\*\* Technical threshold is set by the CA* | |
|  |  | |  | |
|  |  | |  | |
| 9.3 | Evaluation Grid | |  | |
|  |  | |  | |
|  | |  |  |  | | --- | --- | --- | | **Criteria/ Sub Criteria** | **Weighting (%)** | **Threshold (%) \*** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Total Criteria Weight** | **100** |  | | | ***\*This is optional and it is advisable to use only in cases where a particular criterion is vital.***  ***Delete Threshold Column if no threshold is set for any criterion.*** | |
|  |  | |  | |

# SECTION 2 – EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

Part **X** of the Public Procurement Regulations

270. Any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Review Board, which shall contain in a very clear manner the reasons for their complaints.

271. The objection shall be filed within ten calendar days following the date on which the NGO has by fax or other electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

272. The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.

273. The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the NGO of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the NGO for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.

274. The Secretary of the Review Board shall immediately notify the Director and/or the NGO as the case maybe that an objection had been filed with his authority thereby immediately suspending the award procedure.

275. The NGO involved, as the case may be, shall be precluded from concluding the contract during the period of ten calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

276. The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

1. any decision by the General Contracts Committee or the Special Contracts Committee or by the NGO shall be made public by affixing it to the notice-board of the same NGO as the case may be or by uploading it on Government’s e-procurement platform prior to the award of the contract if the call for tenders is administered by the NGO;
2. the appeal of the complainant shall also be affixed to the notice-board of the Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;
3. the NGO and any interested party may, within ten calendar days from the day on which the appeal is affixed to the notice-board of the NGO and uploaded if/where applicable on the Government’s e-procurement platform, file a written reply to the appeal. These replies shall also be affixed to the notice-board of the Review Board and where applicable it shall also be uploaded on the Government’s e-procurement platform;
4. within three working days of the publication of the replies, the Secretary of the Review Board shall prepare a report (the Analysis Report) analysing the appeal and any reply to it. This report shall be circulated to the persons who file an appeal and to all parties who submitted a reply to the appeal;
5. after the preparatory process is duly completed, the Director or the Head of the NGO shall forward to the Chairman of the Review Board all documentation pertaining to the call for tenders in question including files, tenders submitted, copies of deposit receipts and any motivated letter;
6. The secretary of the board shall inform all the participants of the call for tenders, the NGO of the date or dates as the case maybe when the appeal will be heard;

(g) When the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six weeks from the day of the oral hearing:

Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review board may postpone the judgment for a later period.

(h) The secretary of the board shall keep a record of the grounds of each adjournment and of everything done in each sitting;

(i) After evaluating all the evidence and after considering all submissions put forward by the parties, the Review Board shall decide whether to accede or reject the appeal.

SECTION 3 – SPECIAL CONDITIONS

|  |  |  |
| --- | --- | --- |
| Please open the relevant file below, copy the text, and paste it under this section.  The Special Conditions can then be amended/ filled in as necessary.  This table is to be deleted thereafter. | | |
| **Works Special Conditions** | **Services Special Conditions** | **Supplies Special Conditions** |
|  |  |  |
| **Works Special Conditions** | **Services Special Conditions** | **Supplies Special Conditions** |

# SECTION 4 –SPECIFICATIONS/TERMS OF REFERENCE (Note 3)

|  |  |  |
| --- | --- | --- |
| Please open the relevant file/s below and copy the text. The documents/forms can then be amended/filled-in as necessary.  This table is to be deleted thereafter. | | |
| **Works** | **Services** | **Supplies** |
|  |  |  |
| **Works** | **Services** | **Supplies** |

# 

# SECTION 5 – SUPPLEMENTARY DOCUMENTATION

## 5.1 – Draft Contract Form

## 5.2 – Glossary

## 5.3 – Specimen Performance Guarantee

## 5.4 – Specimen Tender Guarante

## 5.4 – General Conditions of Contract

The full set of General Conditions for Works Contracts, for Supplies Contracts and for Services Contracts (latest version as applicable on the date of the publication of this tender) can be viewed/downloaded from the ‘Resources Section’ at:

[www.etenders.gov.mt](http://www.etenders.gov.mt)

It is hereby construed that the tenderers have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful tenderer/s.

## 4.8 – General Rules Governing Tendering for NGOs

The contents of this procurement document complement the latest version of the General Rules Governing Tenders applicable on the date of the publication of this tender, the Terms of Use and the Manual for Economic Operators applicable to Government’s e-Procurement Platform (available from the Resources section of [www.etenders.gov.mt](http://www.etenders.gov.mt)).

# Financial Offer / Bill of Quantities

|  |  |  |
| --- | --- | --- |
| Please select any relevant template from those listed below, amend/edit as necessary, and save as a new document. Excel cells showing quantities and description should be locked as applicable.  This table and this page is to be deleted thereafter. | | |
| **Works** | **Services** | **Supplies** |
|  |  |  |

# Design Documents including Drawings

|  |
| --- |
| A list related to the Design Documents including Drawings needs to be filled in by the NGO.  Please select open the word document below, amend/edit as necessary, and save as a new document.  This table and this page is to be deleted thereafter. |
|  |