# TENDERER’S TECHNICAL OFFER

# (ORGANISATION & METHODOLOGY)

***N.B. The Key Experts Form, the Statement of Availability Form, the Self-declaration form for Key Experts (relating to public employees) and CVs & Literature are subject to Note 2. Any other components of the technical offer are under Note 3.***

**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.**

**A technical offer is to be provided by the Economic Operator in response to Terms of Reference. The submission shall be in a structured form and is to be in the same sequence as listed hereunder for ease of reference and evaluation.**

1. **rationale**
2. **Understanding of Terms of Reference**

* The bidder’s clear Understanding of the contract and the execution of each activity as described in the Terms of Reference.

1. **Assessment of Key issues**

* The bidder’s capability to assess key issues related to the achievement of the contract objectives and expected results after the execution of each activity.

1. **Risk Analysis and Mitigation**

* The explanation of the risks and assumptions affecting the execution of the contract included in Section 3 of the Terms of Reference.
* The proposed mitigating measures to the identified risks.

1. **Strategy**

* A detailed overview of the general approach based on the activities highlighted in the Terms of reference and in line with the timeframes as per sections 4.2 and 5.2 of the Terms of Reference (ToR).
* A list of the proposed activities considered to be necessary to achieve the contract objectives.

1. **Timetable of activities**
2. The timing, sequence and duration of the proposed activities, taking into account the given timeframes.
3. The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.

## Note: Any comments contradicting the ToR or falling outside their scope of the proposed project will not form part of the final contract.

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| QUALITY ASSURANCE SYSTEM/S Please provide hereunder details of the quality assurance system(s) which would be available for ensuring the successful completion of the works. Also, please provide (where applicable) an indication of personnel involved, whether or not belonging directly to the economic operator’s undertaking, especially those responsible for quality control and those upon whom the contractor can call in order to carry out the work. *(to be typewritten)*  ......................................................................................................................  ......................................................................................................................  .....................................................................................................................  .....................................................................................................................  ......................................................................................................................  .....................................................................................................................  ......................................................................................................................  .....................................................................................................................  .....................................................................................................................  Signature: ....................................................................  (*the person or persons authorised to sign on behalf of the tenderer*)  Date: .................................................................... GENERAL ENVIRONMENTAL PLAN QUESTIONNAIRE (optional) **Environmental Questionnaire**   |  |  |  |  | | --- | --- | --- | --- | |  |  | **YES** | **NO** | | (a) | Do you have an environmental policy and/or an environmental  purchasing policy? If yes, please provide a copy |  |  | | (b) | What environmental management systems do you have in place in line with EMAS or ISO 14001. |  |  | |  | *If NO:* Has the organisation considered ISO 14001 or EMAS? |  |  | | (c) | What actions have been taken over the last three years to improve the environment?   1. by your company 2. by other companies with whom you deal |  |  | | (d) | Does your company have a specific policy or action plan relating to managing waste? |  |  | | (e) | Does your company try to reduce the waste it produces? |  |  | | (f) | Does your company reuse and recycle waste generated from its operation? |  |  | | (g) | Has your company set target for environmental improvements, for example, buying recycled products and materials, use of energy efficient materials? |  |  | | (h) | Does your company have a specific policy or action plan relating to using transport?   * 1. A system for planning routes?   2. An effective fuel-management system?   or, maintenance schedules for vehicles? |  |  | | (i) | Has your company a programme for training staff on environmental issues relating to this contract?  Does the company keep a record of all employees who receive training?  Does it account for regular updates on environmental issues? |  |  | | (l) | Within the last three (3) years has your company:  Been prosecuted for breaking any Maltese or EU environmental law?  Or:  had any notice served on it by an environmental regulator or authority?  If “Yes” please give details:  ..........................................................................................  .......................................................................................... |  |  | |