



Contracts Circular N° 9/2009

Department of Contracts
Notre Dame Ravelin
Floriana

To Heads of Department and Public Sector
Organisations

17 March 2009

Department of Contracts: New e-Services, Procedures and Forms

New Departmental Website

The Department of Contracts, is pleased to announce that its website – <http://www.contracts.gov.mt> – has been restructured. This was made possible through financing from the European Union's Transition Facility Programme (2005).

The new portal is aimed at reducing the effort and lead time involved in the publication of tenders by both contracting authorities and interested bidders. It is also opening up the market more than before, attracting bidders from different parts of the world and providing more competitive bids. Key functions include:

- All persons will be able to view a preview of the entire tender document from any internet point;
- Registered users will be able to purchase and download the tender document online;
- Registered users can set up alerts (email and/or SMS) in respect of new calls for tender that might be of interest to them;
- Registered users can register their attendance to site visits/clarification meetings, online;
- Registered users can post questions online;
- Registered users will be alerted with new clarifications/notifications, and can view the same clarifications, notifications and answers online;
- All persons are able to see schedules and summary of tenders received online (shortly afterwards the same opening session);
- Registered users can chose to be alerted with developments in the adjudication process;
- All persons can see the General Contracts Committee's recommendations online.

The website also intends to become a single point of reference for Government procurers, providing all relevant links, information and documentation concerning public procurement. This includes, amongst other things:

- All circulars issued by the Department;
- Tender document templates;
- Links to all relevant procurement legislation;
- Links to EU guidelines and explanatory notes on public procurement;
- Information on the Common Procurement Vocabulary;
- Information on Green Public Procurement;
- The Department's Annual Reports.

It is pertinent to note that procurers do not need to log in, in order to use these resources.

Tenders to be sold only in digital format

Following the positive reception of the e-services by economic operators (both local and foreign), the Department has decided that tenders will be sold only in electronic format as from **Wednesday 1 July 2009**.

Your attention is therefore being brought to the importance of submitting (together with a paper version for filing purposes) the finalized electronic version of the tender documentation, including annexes such as plans and drawings, before the same tender is published. **No tender will be published unless the Department of Contracts is in receipt of a soft copy of the final version of the tender documentation.**

Following the 1 July 2009, prospective tenderers will be able to purchase/obtain tender documents:

- (1) By purchasing/downloading documents directly from the Department's website, or
- (2) From the Department's Sales Office, where all relevant documents will be made available on CD-ROM. The Department of Contracts shall make the necessary copies on CD-ROM.

Standardisation of Procedures

Through this website, the Department of Contracts is endeavouring to standardise forms related to the publication of tenders. In this regard, Departments and Public Sector Organizations are kindly requested to draft tenders on the basis of the templates which are published on the website. Evaluation reports are also to be drawn up on the basis of the published template. Every Evaluation Committee should have a Chairperson and a minimum of three voting members. Preferably, the Committee should be assisted by a Secretary. All the members of the Committee must be Civil Servants or Public Sector Employees. These procedures are to apply to all tenders published through the Department of Contracts, as well as departmental tenders.

New Tender Originators Form

Further to Treasury Circular No. 14/1992, Heads of Department are requested to ensure that, whenever requests for the issue of tenders are submitted to the Department of Contracts, the revised Tender Originators Form (specimen attached herewith) is duly filled in and signed. The revised form includes:

- Specification of the tender type and procedure;
- The funding source;
- The tender estimation **net of VAT** in terms of Regulation 15 (1) of the Public Contracts Regulations;
- The Common Procurement Vocabulary (CPV) Number (2007 version); and
- Budget breakdown if the tender is divided into lots;

All relevant forms are available for download from the URL <http://www.contracts.gov.mt/resources>.

It is important that this Circular be brought to the attention of all officers involved in public procurement in your Department/Organisation.

Francis Attard
Director General (Contracts)

/Encl.

TENDER ORIGINATORS FORM (P.M.S. 1)

Section A – General Details	
Department/Ministry	
Department Reference	
Tender Description/Title	
Tender Type	Works <input type="checkbox"/> Services <input type="checkbox"/> Supplies <input type="checkbox"/>
Tender Procedure	Open <input type="checkbox"/> Other (specify) _____
Funding Source (specify)	
Estimated Value <u>Exc. VAT</u> ¹	€
CPV Number/s ²	
Completion/Delivery Period	
Project Leader/Manager	

Section B – Tender Documents		
Officers that prepared:	Name	Grade/Position
Instructions to Tenderers		
Special Conditions of Contract		
Specifications/Terms of Ref.		
Estimate/Bill of Quantities		
Tender Drawings/Plans ³		

Section C – Lots (if applicable)		
Lot Description	Estimated Value <u>Exc. VAT</u>	CPV Number/s (12345678-9)
1.	€	
2.	€	
3.	€	
4.	€	
(... etc.)		

Section D – Drawings (if applicable)	
Reference Number	Description
1.	
2.	
3.	
4.	
5.	
(... etc.)	

A copy of all **tender documents** including **tender estimates** and **one complete set of drawings**, are attached herewith.

(signed)
(signed)

Date
Project Leader/Manager
Head of Department

¹ If the tender is divided into lots, please fill in **Section C**.

² CPVs are mandatory. A searchable list is available from www.contracts.gov.mt/cpv.

³ If the tender documentation includes drawings/plans, please fill in **Section D**.