

CT5001/2012

Contracts Circular N° 01/2012  
Department of Contracts  
Notre Dame Ravelin  
FLORIANA

To Ministries and  
Heads of Department

05 January 2012

## **PARTICIPATION IN PUBLIC TENDERS**

The Department of Contracts is in the process of rolling out an electronic Public Procurement Solution to all Government Departments and agencies. Through this solution all the services related to a call for tenders will be provided online. It is expected that through this online solution there will be greater opportunities for economic operators to participate in Departmental tenders and tenders published through this Department.

One of the major changes that are expected to occur is the elimination of bidders to physically call at a Government Department in order to purchase the tender document. The tender document will be available online 24 x 7. The tender document will only be required so that bidders will be guided as to what are the terms and conditions of the call for tenders. Bidders will actually not require the tender document in order to submit their offer. Hence there is the need to change the terminology of the cost of 'tender document' to 'participation fee'.

Participation fees in respect of Departmental tenders will be as follows:

- 1) Where the estimated value of the procurement is less than €50,000, participation in the call for tenders is free of charge.
- 2) Where the estimated value of the procurement is between €50,000 and €100,000 the participation fee will be €20.
- 3) Where the estimated value of the procurement is between €100,001 and €120,000 the participation fee will be €50.

Departments should take care to create an item of Revenue entitled 'Participation fees in Departmental tenders'. Revenue from this activity should be accounted for in this item. The Budget Office should be kept informed of actual revenue received and projected revenue for the coming months.

These arrangements should enter into force as from 01 March 2012. The participation fees should apply to both conventional tender documents and also to electronic tenders.

Francis Attard  
Director General (Contracts)