

Department of Contracts
Notre Dame Ravelin
FLORIANA

Permanent Secretaries
Directors General
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Local Councils

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NEW REGULATIONS REGARDING THE AWARD OF SERVICES CONTRACTS WITHIN THE PUBLIC ADMINISTRATION

Reference is being made to Contracts Circular 27/2014 dated 23 December 2014 entitled “New Regulations regarding the Award of Services Contracts within the Public Administration” and in particular to the obligations emanating from this circular.

Following various requests for clarifications regarding the specified minimum rates due to the employees in Table A, and those due to the awarded contractors in Table B of the aforementioned circular, it is felt necessary that the computation of such rates be explained.

The rates specified in Table A include the minimum rate per hour pegged to the respective salary scale for the particular category of employees indicated in the above mentioned circular, together with a rate of €0.25 per hour due to each employee for Weekly Allowances and Bonuses. The latter obligations, which amount to a total of €512.46 per annum, are to be paid to the employee at the appropriate time. Furthermore these obligations are also factored in the computation for the rates specified in Table B as part of the costs (including social costs) in respect to each category of employees.

Consequently the rates excluding VAT for Table A should read as follows:

Type of Employment	Government Salary Scale	Hourly rates payable to employees					
		Year 2015			Year 2016		
		Basic Rate	Weekly Allowances/ Bonuses	Total Rate (inclusive of weekly allowances/ bonuses)	Basic Rate	Weekly Allowances/ Bonuses	Total Rate (inclusive of weekly allowances/ bonuses)
Cleaners (Offices)	20	€4.52	€0.25	€4.77	€4.64	€0.25	€4.89
Cleaners (Hospitals & Homes for the Elderly)	18	€5.13	€0.25	€5.38	€5.27	€0.25	€5.52
Care Workers	17	€5.47	€0.25	€5.72	€5.61	€0.25	€5.86
Clerical/Security	16	€5.82	€0.25	€6.07	€5.98	€0.25	€6.23

Furthermore, the rates in Table B, which are also excluding VAT, are further explained as follows:

Type of Employment	Government Salary Scale	Hourly rates payable to the contractor for Year 2015						
		Basic Rate	Vacation Leave	Bonus / Weekly Allowance	Public Holidays	N.I.	Average 6 days sick leave	Total worker's cost
Cleaners (Offices)	20	€4.52	€0.58	€0.25	€0.34	€0.45	€0.15	€6.29
Cleaners (Hospitals & Homes for the Elderly)	18	€5.13	€0.65	€0.25	€0.38	€0.51	€0.16	€7.08
Care Workers	17	€5.47	€0.70	€0.25	€0.41	€0.55	€0.17	€7.55
Clerical/Security	16	€5.82	€0.74	€0.25	€0.43	€0.58	€0.18	€8.00

Type of Employment	Government Salary Scale	Hourly rates payable to the contractor for Year 2016						
		Basic Rate	Vacation Leave	Bonus / Weekly Allowance	Public Holidays	N.I.	Average 6 days sick leave	Total worker's cost
Cleaners (Offices)	20	€4.64	€0.59	€0.25	€0.35	€0.46	€0.15	€6.44
Cleaners (Hospitals & Homes for the Elderly)	18	€5.27	€0.67	€0.25	€0.39	€0.53	€0.17	€7.28
Care Workers	17	€5.61	€0.71	€0.25	€0.42	€0.56	€0.18	€7.73
Clerical/Security	16	€5.98	€0.76	€0.25	€0.44	€0.60	€0.19	€8.22

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