

Department of Contracts  
Notre Dame Ravelin  
FLORIANA

To Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

20 December 2018

## **BASIC TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE**

Further to Contracts Circular No. 12/2018 dated 02 October 2018, as part of the Department of Contracts' drive towards simplifying and standardising the procurement process, the Department is publishing another set of basic Technical Specifications / Terms of Reference, namely:

- Provision of Low Emission Vehicles
- Provision of Cleaning Services

The scope of these Technical Specifications / Terms of Reference is to provide a structured outline of the particular supplies / services / works procurement and are thus not to be directly inserted in the procurement document. It is expected that the Contracting Authorities shall modify and tailor-make these Technical Specifications / Terms of Reference according to their procurement's specific exigencies, whilst making sure to adhere to the applicable Procurement Regulations.

All Contracting Authorities (ePPS account holders) are reminded that the basic Technical Specifications / Terms of Reference may be accessed through the 'Resources' section of Government's e-Procurement platform ([Electronic Public Procurement System – ePPS](#)).

Kindly note that a set of basic Technical Specifications / Terms of Reference for additional supplies / services / works procurement shall be developed, as and when necessary.

Contracting Authorities are encouraged to submit any queries to their respective Ministry's Procurement Section or to their Ministerial Procurement Unit (MPU), as the case may be.

In addition, Contracting Authorities may also submit any queries to the Department of Contracts' Customer Care service on [info.contracts@gov.mt](mailto:info.contracts@gov.mt) or +356 21220212.

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