

Department of Contracts
Notre Dame Ravelin
FLORIANA

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

06 January 2020

FURTHER TO - REGULATIONS REGARDING THE AWARD OF SERVICE CONTRACTS WITHIN THE PUBLIC ADMINISTRATION - 2020, 2021 AND 2022 RATES

Further to Contracts Circular No 17/2019 (dated 19 December 2019), Contracting Authorities are being advised that the ‘Minimum Hourly Rates Payable to Contractors’ enclosed as per Annex 1 to this Contracts Circular supersede the rates forming part of Contracts Circular No 17/2019.

Therefore, kindly ensure that the attached ‘Minimum Hourly Rates Payable to Contractors’ are the ones utilised for applicable public contracts.

Specific attention is drawn towards the 2020 ‘**Basic Rate**’ and ‘**National Insurance Rate**’, thus, consequently also to the 2020 ‘**Total Cost payable to Contractor Rate**’ of Scale 18 services whereby the correct rates shall read as follows:

		2020 Minimum Hourly Rates Payable to Contractors (excl VAT)							
Type of Employment	Government Salary Scale	Basic Rate	Vacation Leave	Bonus / Weekly Allowance	Public Holidays	National Insurance	Sick Leave	Maternity Leave Fund	Total Cost payable to Contractor
Cleaners (Hospitals & Elderly Homes)	18	€5.80	€0.87	€0.25	€0.46	€0.58	€0.20	€0.03	€8.19
Assistant Clerical (Support Worker)	18	€5.80	€0.87	€0.25	€0.46	€0.58	€0.20	€0.03	€8.19

Contact

With regard to the generic content of this Circular, 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 or +356 21220212.

In addition, with regard to specific queries relating to the **'Total Cost payable to the Contractor's Employees'**, all interested parties (including Contracting Authorities and Contractors) are to contact the Department for Industrial and Employment Relations on info.dier@gov.mt or +356 21224245/6.

Anthony Cachia

Director General (Contracts)

Annex 1:

The following tables are the Minimum Hourly Rates Payable to Contractors (excl. VAT) for the period 2020 – 2022 based on the Collective Agreement 2017 – 2024

2020 Minimum Hourly Rates Payable to Contractors (excl VAT)

Type of Employment	Government Salary Scale	Basic Rate	Vacation Leave	Bonus / Weekly Allowance	Public Holidays	National Insurance	Sick Leave	Maternity Leave Fund	Total Cost payable to Contractor
Cleaners (Offices)	20	€4.99	€0.75	€0.25	€0.39	€0.50	€0.17	€0.03	€7.08
Street Sweepers	20	€4.99	€0.75	€0.25	€0.39	€0.50	€0.17	€0.03	€7.08
Cleaners (Hospitals & Elderly Homes)	18	€5.80	€0.87	€0.25	€0.46	€0.58	€0.20	€0.03	€8.19
Assistant Clerical (Support) Worker	18	€5.80	€0.87	€0.25	€0.46	€0.58	€0.20	€0.03	€8.19
Care Workers	17	€6.24	€0.94	€0.25	€0.49	€0.63	€0.21	€0.03	€8.79
Clerical Workers	16	€6.69	€1.01	€0.25	€0.52	€0.67	€0.23	€0.03	€9.40
Security Guards	16	€6.69	€1.01	€0.25	€0.52	€0.67	€0.23	€0.03	€9.40
Senior Clerks	14	€7.63	€1.15	€0.25	€0.60	€0.77	€0.26	€0.04	€10.70

Contractors are to note that their employees are to receive the Government Weekly Allowances and Government Bonuses in their appropriate month.

2021 Minimum Hourly Rates Payable to Contractors (excl VAT)

Type of Employment	Government Salary Scale	2021 Minimum Hourly Rates Payable to Contractors (excl VAT)							
		Basic Rate	Vacation Leave	Bonus / Weekly Allowance	Public Holidays	National Insurance	Sick Leave	Maternity Leave Fund	Total Cost payable to Contractor
Cleaners <i>(Offices)</i>	20	€5.08	€0.77	€0.25	€0.40	€0.51	€0.17	€0.03	€7.21
Street Sweepers	20	€5.08	€0.77	€0.25	€0.40	€0.51	€0.17	€0.03	€7.21
Cleaners <i>(Hospitals & Elderly Homes)</i>	18	€5.95	€0.90	€0.25	€0.47	€0.60	€0.20	€0.03	€8.40
Assistant Clerical (Support) Worker	18	€5.95	€0.90	€0.25	€0.47	€0.60	€0.20	€0.03	€8.40
Care Workers	17	€6.41	€0.96	€0.25	€0.50	€0.65	€0.22	€0.03	€9.02
Clerical Workers	16	€6.88	€1.03	€0.25	€0.54	€0.69	€0.23	€0.03	€9.65
Security Guards	16	€6.88	€1.03	€0.25	€0.54	€0.69	€0.23	€0.03	€9.65
Senior Clerks	14	€7.87	€1.18	€0.25	€0.62	€0.79	€0.27	€0.04	€11.02

Contractors are to note that their employees are to receive the Government Weekly Allowances and Government Bonuses in their appropriate month.

2022 Minimum Hourly Rates Payable to Contractors (excl VAT)

Type of Employment	Government Salary Scale	2022 Minimum Hourly Rates Payable to Contractors (excl VAT)							
		Basic Rate	Vacation Leave	Bonus / Weekly Allowance	Public Holidays	National Insurance	Sick Leave	Maternity Leave Fund	Total Cost payable to Contractor
Cleaners <i>(Offices)</i>	20	€5.17	€0.78	€0.25	€0.41	€0.52	€0.18	€0.03	€7.34
Street Sweepers	20	€5.17	€0.78	€0.25	€0.41	€0.52	€0.18	€0.03	€7.34
Cleaners <i>(Hospitals & Elderly Homes)</i>	18	€6.09	€0.92	€0.25	€0.48	€0.61	€0.21	€0.03	€8.59
Assistant Clerical (Support) Worker	18	€6.09	€0.92	€0.25	€0.48	€0.61	€0.21	€0.03	€8.59
Care Workers	17	€6.58	€0.99	€0.25	€0.52	€0.66	€0.22	€0.03	€9.25
Clerical Workers	16	€7.08	€1.06	€0.25	€0.55	€0.71	€0.24	€0.04	€9.93
Security Guards	16	€7.08	€1.06	€0.25	€0.55	€0.71	€0.24	€0.04	€9.93
Senior Clerks	14	€8.11	€1.22	€0.25	€0.63	€0.82	€0.27	€0.04	€11.34

Contractors are to note that their employees are to receive the Government Weekly Allowances and Government Bonuses in their appropriate month.