

Department of Contracts
Notre Dame Ravelin
FLORIANA

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

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EPSS ACCOUNTS: RESPONSIBILITY OF CONTRACTING AUTHORITIES

The Department of Contracts is committed to deliver a quality service to the Public Administration through simplification measures in relation to Procurement Procedures and any ancillary processes.

One approach to achieve simplification relates to Government's e-Procurement Platform (Electronic Public Procurement System – ePPS). In fact, the system is regularly optimised through a set of enhancements, thus, increasing efficiency.

Activation and Deactivation of ePPS Accounts

Further to the ePPS enhancement ensued on Monday, 08/02/2021 and communicated accordingly through a Manual Notification by the IT Unit forming part of the Department of Contracts, the Authority responsible for the Procurement Procedure is now able to manage its respective users' accounts.

To this effect, this new functionality bestows rights on the Contracting Authority Procurement Coordinator (CAPC) and Contracting Authority Procurement Coordinator Assistant (CAPCA) Administrators within each Contracting Authority / Sectoral Procurement Directorate to De-activate or Re-activate ePPS accounts, without seeking assistance from the Department of Contracts. Contracting Authorities / Sectoral Procurement Directorate are hereby being notified that it is their responsibility to update the status of each ePPS account. It is the responsibility of the CAPC and CAPCA users to ascertain that they De-activate the ePPS accounts of users that no longer have use for such an account(s).

Therefore, if a user has moved from a Contacting Authority to another, or from a Contracting Authority to a Sectoral Procurement Directorate (or vice versa), a new ePPS Account shall be created under the new Contacting Authority / Sectoral Procurement Directorate as the case may be. However, the account linked to the previous Contacting Authority / Sectoral Procurement Directorate (or Ministerial Procurement Unit) shall remain active until all pending tasks (such as, but not limited to Tender Coordinators, Opening Staff and Evaluators) in relation to a Procurement Call are completed. Thereafter, the pertinent ePPS Account shall only be De-activated and not updated.

The above process is also applicable for any Public Administration or Local Council Officers that retire or change their current employment.

Creating ePPS Accounts and Resetting of Passwords

The Department of Contracts is reminding all ePPS users that in the eventuality that an Authority responsible for a Procurement Procedure changes its nomenclature, new ePPS Accounts shall be created for all relevant users.

Accordingly, it is pertinent to note that a new Contracting Authority (or a Contracting Authority with a change in nomenclature) shall primarily contact the Department of Contracts to commence the process of creating the initial ePPS accounts. However, any subsequent user account creation is the responsibility of the relevant Contracting Authority and shall be handled directly by the CAPC / CAPCA Administrators.

Furthermore, should an ePPS account user necessitate a reset of one's password, the CAPC / CAPCA Administrators have all the applicable system rights to affect any such changes.

Contact

Contracting Authorities are encouraged to submit any queries to the IT Unit within the Department of Contracts on etenders@gov.mt. 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.

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