

Department of Contracts  
Notre Dame Ravelin  
FLORIANA

To Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

23 December 2021

## **PROCUREMENT ORIGINATORS FORM**

Pursuant to Regulation 10 of the Public Procurement Regulations S.L 601.03, Regulation 33<sup>1</sup> of the Utilities Procurement Regulations S.L. 601.05<sup>2</sup> and Regulation 7<sup>3</sup> of the Procurement of Property Regulations S.L. 601.12, the Director of Contracts shall be generally responsible for the regulation and administration of the Procurement Call Procedures as laid down in the relevant regulations. Accordingly, the Director of Contracts may establish any process deemed appropriate for the carrying out of such procedures.

In fact, Contracting Authorities prepare their Procurement Document (including all necessary forms as well as any ancillary and supporting documentation) utilising the latest versions of the pertinent templates published by the Department of Contracts. To this end, one such supporting document is the Tender Originators Form.

### **Procurement Originators Form Template**

Due to recent developments in other fields which at times directly affect a Procurement Call Procedure, the Tender Originators Form has been revamped to include additional and / or amended requirements. In this regard, all Procurement Calls having an Estimated Procurement Value equal to or exceeding Euro 5,000 excluding VAT, published as of 01 January 2022 must be supported by the Procurement Originators Form (which replaces the Tender Originators Form), duly compiled and endorsed as necessary.

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<sup>1</sup> Regulation 33 of S.L. 601.05 specifies that the provisions of Regulations 10, 11, 12, 14 and 15 of the Public Procurement Regulations S.L. 601.03 shall *mutatis mutandis* apply to the Utilities Procurement Regulations.

<sup>2</sup> Utilities Procurement relates to the Public Procurement of Entities operating in the Water, Energy, Transport and Postal Services Sectors Regulations.

<sup>3</sup> Regulation 7 of S.L. 601.12 specifies that the provisions of Regulations 10 and 11 of the Public Procurement Regulations S.L. 601.03 shall *mutatis mutandis* apply to the Procurement of Property Regulations.

To facilitate, simplify and standardise the compilation of the Procurement Documentation, the Department of Contracts has prepared a Procurement Originators Form Template and a self-explanatory ‘Guidance Sheet’ detailing the requirements to be completed. Contracting Authorities holding an active ePPS account, when logged in, may access the said Procurement Originators Form Template and its corresponding Procurement Originators Form Guidance Sheet, both of which form part of a zipped folder titled ‘Standard Templates for CfTs (CAs)’, through the ‘Resources’ section of Government’s e-Procurement platform (Electronic Public Procurement System – ePPS).

#### Compilation of the Procurement Originators Form

Contracting Authorities are to utilise the new Procurement Originators Form as of 01 January 2022. Nonetheless, it is to be noted that separate Contracts Circulars in relation to the compilation of the ‘Green Public Procurement’ and ‘Data Processing’ sections of the Procurement Originators Form respectively shall be published in due course.

#### **Contact**

Contracting Authorities may submit any queries to the Department of Contracts’ Customer Care service on [info.contracts@gov.mt](mailto:info.contracts@gov.mt) or by calling on +356 21220212.

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