



**Directorate Policy Development and Programme Implementation**

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**Procurement Policy Note #14**

**Title: Appointment of Evaluation Committees – Procurement Published by the Department of Contracts**

Date Issued: 22.05.2015

Date Reviewed: 10.10.2019

**1 Purpose**

An Evaluation Committee's role is the evaluation of offers submitted by Economic Operators in response to a Procurement Call. They are tasked to check the compliance of the submissions against the instructions and requirements as detailed in the Procurement Document. Thereafter, the Evaluation Committee makes its recommendation through the Evaluation Report.

The purpose of this Procurement Policy Note is to notify Contracting Authorities that the Appointment of an Evaluation Committee for procurement calls to be published, administered and determined by the Director of Contracts shall take place prior to the actual publication of a Procurement Call.

**2 Organisational Scope**

This is a Government-wide policy. It shall apply to all Ministries/Departments/Entities falling under Schedule 1, 2 and 3 of the Public Procurement Regulations.

**3 Definitions**

Evaluation Committee / Adjudication Board – Committees or Boards appointed by Contracting Authorities with the purpose of evaluating proposals received in response to a Procurement Call and for making recommendations thereon.

#### **4 Policy Content and Guidelines**

Prior to the actual publication of a Procurement Call, Contracting Authorities are to nominate the members of the Evaluation Committee/Adjudication Board for the approval of the Director of Contracts or his/her delegate, through the relevant Procurement Official at the said Department.

To this effect, unless the nomination of the Evaluation Committee/Adjudication Board is provided in good time, the required approval will be delayed accordingly. In addition, no Procurement Call on behalf of a Contracting Authority shall be published unless this procedure has been duly fulfilled.

#### **5 Effective**

Immediate

#### **6 Applicability**

Procurement calls published through the Department of Contracts.

#### **7 Legislative Compliance**

Laws of Malta, Subsidiary Legislation 174.04 – Public Procurement Regulations.

Laws of Malta, Subsidiary Legislation 174.06 – Public Procurement of Entities operating in the Water, Energy, Transport and Postal Services Sectors Regulations.

Laws of Malta, Subsidiary Legislation 174.10 – Concession Contracts Regulations.

#### **8 References**

Nil

#### **9 Appendices**

Nil

#### **10 Other related policy notes published**

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