



Directorate Policy Development and Programme Implementation

## Procurement Policy Note #30

Title: **Supporting Documentation during Evaluation**

Date issued: 19.04.2017

### 1 Purpose

In line with Article 16 (Tenders Evaluation Process) of the General Rules Governing Tendering Version 2.0; it is to be noted that:

#### ***Part 2: Review of Exclusion (including Blacklisting) and Selection Criteria***

*In order for the Evaluation Committee to carry out the evaluation, it may ask tenderers and candidates during the procedure to submit all or part of the supporting documents where this is necessary to ensure the proper evaluation of the criteria listed under Clause 7(B).*

#### ***Part 3: Technical Compliance***

*Wherever applicable, tenderers may be requested to submit Samples and/or Literature so that the Evaluation Committee will corroborate the technical compliance of the offers received. Without prejudice to the possibility of requesting clarifications, where the Samples and/or Literature do not corroborate the offer submitted, the tenderer shall be disqualified.*

### 2 Organisational Scope

This is a Government-wide policy. It shall apply to all Entities/Departments/Ministries falling under Schedule 1 of the Public Procurement Regulations – L.N. 352/2016 for all procurement procedures.

### 3 Definitions

Nil

#### 4 Policy Content and Guidelines

Evaluation Committees can raise requests for the submission of CVs, Literature/Samples and supporting documentation such as, but not limited to, the declarations from Key Experts, to corroborate the self-declarations affirmed by the Economic Operators, in respect of the criteria listed under Clause 7(B) of the procurement document and the Literature List, with the respective bidders without the need to obtain any prior approval. **Nevertheless, this can only be done as long as such requests were clearly specified in the relevant procurement documents.**

**Such requests need to be requested through the official e-Procurement Portal (ePPS).** The recommended timeframe, for Economic Operators to submit the necessary documents, is '5' working days, however such timeframes need to be decided by the respective Evaluation Board in line with procurement exigencies.

**However, one is to keep in mind that Literature is only subject to clarifications and no rectifications are allowed. Any possible clarifications on the 'Literature' submitted still need to be approved beforehand by the respective authorities, being the DCC, the MPU or the Director General, as the case may be.**

#### 5 Effective

Immediate – Any Call for Tenders issued from today onwards

#### 6 Applicability

All Call for Tenders (CFTs) published under LN352/2016.

#### 7 Legislative Compliance

Public Procurement Regulations 2016

#### 8 References

General Rules Governing Tendering Version 2.0

#### 9 Appendices

Nil

#### 10 Other related notes published

Procurement Policy Note #5 dated 30.01.2014 - entitled *Requests for Samples, CVs and Declarations of Key Experts at Evaluation Stage for tenders above the local thresholds*

Guidance Note #2 - entitled *Rectifications and Clarifications at Evaluation Stage*