



CT 2136/2016

28 June 2016

RE eTENDER CT 2136/2016 – CT/A/001/2016 – Framework Agreement for the Execution of Responsive Structural and other Repair Works in Government Tenements in different localities in Malta & Gozo.

Clarification Note Number 1

Reference is made to the above-captioned tender for which the deadline for submission of offers is Tuesday, 19 July 2016 10.00 a.m.

Hereunder please find minutes of the clarification meeting which are constructed to form an integral part of the tender document.

Reference is made to the clarification meeting / site visit held on 15 June 2016 at 15.00p.m. at the Building Industry Consultative Council (BICC). The Contracting Authority's representative gave a brief introduction to the scope of the tender. The Contracting Authority's representative explained that this tender is in the form of a Framework Agreement and the duration of this contract is for two (2) years. The attendees were informed that the works shall be carried out in Government property including apartments and common parts in various localities in Malta and Gozo. It was highlighted that prospective bidders cannot choose to work either in Malta or Gozo only.

A presentation showing how interested bidders may access the document from the website of the Department of Contracts was given:

- www.contracts.gov.mt/tenders;
- click on Publications;
- click on Tenders tab.

Attendees were informed that there is a period of time during which one can ask questions. Replies to clarification requests shall be uploaded on the website/link mentioned above under the sub-heading "Additional Docs (if any)". The Contracting Authority's representative explained that the rates of each of the items in the Bill of quantities are already established by the Housing Authority and prospective bidders shall be accepting these rates exclusive of VAT when submitting their offer.

All prospective bidders who submit an offer shall be committed to carry out all the works mentioned in Volume 4 – Schedule of Rates and shall have the personnel available as mentioned in Form 5 – Overview of Tenderer's Personnel. Otherwise, bidders have the option for subcontracting, which amounts to 80%, to make up for all the trades and/or personnel required. It was further explained that there is no fixed value or limit for the works allocated to every contractor as this depends on the number of successful bidders who are engaged in this framework agreement. This also depends on how quick the contractor completes the job orders assigned to him/her satisfactorily.

The Contracting Authority's representative reminded prospective bidders that they must have appropriate and valid licenses for certain trades where applicable.

The attendees were informed that the BICC shall provide administrative assistance, without prejudice, to interested prospective bidders who may find difficulties in the filling in of the document. The BICC assistance is going to be provided, without prejudice, on the 28th and 30th June and 1st July 2016 between 9.00a.m. till 1.00p.m. BICC can be contacted on telephone number 22479300.

It was made clear that the tender documents are available online and that it is extremely important to adhere to and include all the requested information in the tender document.

The Contracting Authority's representative highlighted that there are ten (10) forms to be filled in. These are:

- Form 1 - Statement on Conditions of Employment**
- Form 2 – Power of Attorney (where applicable)**
- Form 3 – Data on Joint Venture/Consortium (where applicable)**
- Form 4 – Health and Safety Representative**
- Form 5 – Overview of tenderers' Personnel**
- Form 6 – Plant and Equipment to be employed on Contract**
- Form 7 - Literature**
- Form 8 – Green Public Procurement Declaration**
- Form 9 – Membrane Gurantee; and**
- Form 10 – Concrete Repair Guarantee.**

A brief explanation on how to transport asbestos material was given. Technical Specifications were also explained. Special emphases was made in regards of the importance to adhere to all the requested requirements and specifications. For example, if paint is going to be used, it must be according to the Green Public Procurement Regulations.

The whole tendering document is to be filled in where it is not applicable bidders will insert [N/A]). The prospective bidder will be disqualified if he does not complete the tender form. Clauses marked note 2 are rectifiable / clarified and clauses marked note 3 can only be clarified.

Timing is of utmost importance and must be considered as follows:

	Date	Time
Question time	04/07/2016	23.45hrs
Answer time	13/07/2016	23.45hrs
Deadline for submission	19/07/2016	10.00hrs
Tender Opening Session	19/07/2016	10.00hrs

The Contracting Authority's representative explained the procedure on submission of tenders. The tender can be handwritten or typed. It was highlighted that all the pages have to be numbered and with initials. Specifications from other non-English speaking countries need to be accompanied by an accurate translation in English. Tenders are to be deposited in the tender box at the Department of Contracts in hard copy, one original and one copy. The only information that is to be written on the envelope should be 'Department of Contracts', address, CT reference number and name of tenderer. Evaluation of submissions is to be based solely on eligibility and selection criteria and administrative compliance.

Successful contractors shall provide an insurance policy and an original Bank Guarantee of €1,000. This shall be effective for two (2) years and remain effective for an additional two (2) years from the issue of the final payment. The Bank Guarantee shall serve to make good for any defects that may arise during the mentioned periods. It will be released if no defects are found in the works completed and certified by the Housing Authority.

Successful bidders shall sign a contract with the Department of Contracts in which they are bound to abide by all the conditions stated in this contract agreement. Following the date of last signature on contract, the Contractor shall liaise with the Housing Authority for any matter regarding this Framework Agreement.

Upon completion of works, the contractors shall send an email to the project leader and copy the Executive Head and Procurement Section of the Housing Authority, with the date of completion of works. An email shall also be sent in cases where an extension of time shall be required. In such circumstances, a justification for the extension/delay and required amount of extension shall also be sent through an email to the above-mentioned officers/section.

The Contracting Authority's representative then invited the attendees to ask any questions they may have.

No clarification requests were raised.

All other documents, conditions and requirements, which are not superseded by this clarification, remain in place.



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f/Director General

