

Department of Contracts  
Notre Dame Ravelin  
FLORIANA

To Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

31 July 2023

## **REPORTING ON AWARD OF SERVICE CONTRACTS: MINIMUM HOURLY RATES PAYABLE TO CONTRACTOR**

The Ministry for Finance and Employment is gathering statistics on Awarded Service Contracts pertaining to Pegged Rates, specifically to the '*Minimum Hourly Rates Payable to Contractor*' in relation to a set of specific services, with the scope of mitigating precarious work conditions, for the purpose of urgent policy decisions.

Accordingly, to assist the Ministry for Finance and Employment in its functions and responsibilities, all Contracting Authorities / Entities<sup>1</sup> forming part of the Public Procurement Regulations S.L. 601.03 or those pursuing activities in line with the Utilities Procurement Regulations S.L. 601.05<sup>2</sup> shall invariably comply with the reporting requirements of this Circular.

### **Compilation and Submission of the Statistical Report**

To facilitate and standardise the compilation of the required statistics, at Annex I, the Ministry for Finance and Employment has prepared a Minimum Hourly Rates Payable to Contractor Report Template.

Contracting Authorities / Entities are required to fill-in three (3) tables specifically for years 2013 till 2023:

- (i) Number of Hours Consumed
- (ii) Final Contract Value (excl COLA)
- (iii) Value of Approved COLA<sup>3</sup> Paid Out

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<sup>1</sup> Contracting entities in S.L. 60.05 are entities which: (a) are contracting authorities or public undertakings and which pursue one of the activities referred to in regulations 8 to 14; (b) when they are not contracting authorities or public undertakings, have as one of their activities any of the activities referred to in regulations 7 to 13, or any combination thereof and operate on the basis of special or exclusive rights granted by a competent authority.

<sup>2</sup> Utilities Public Procurement refers to the Public Procurement of Entities operating in the Water, Energy, Transport and Postal Services Sectors Regulations: S.L. 601.05.

<sup>3</sup> COLA stands for Cost-of-Living Adjustment.

Contracting Authorities / Entities shall submit the report to the Ministry Secretariat on [kirsten-maria.cutajar.2@gov.mt](mailto:kirsten-maria.cutajar.2@gov.mt) and [leanne.camilleri@gov.mt](mailto:leanne.camilleri@gov.mt) by **Friday, 04 August 2023.**

### **Contact**

Contracting Authorities may submit queries or clarifications vis-a-vis the compilation of the '*Minimum Hourly Rates Payable to Contractor*' Report to Ms Kirsten Cutajar Miller and Ms Leanne Camilleri on [kirsten-maria.cutajar.2@gov.mt](mailto:kirsten-maria.cutajar.2@gov.mt) and [leanne.camilleri@gov.mt](mailto:leanne.camilleri@gov.mt)

Anthony Cachia

Director General (Contracts)