

Department of Contracts
Notre Dame Ravelin
FLORIANA

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

06 January 2026

COMMUNICATION CHANNELS: DEPARTMENT OF CONTRACTS

The Department of Contracts is committed to delivering an optimal service to Contracting Authorities/Entities, Economic Operators, and the General Public.

Consequently, and further to Contracts Circulars N° 19/2020 and N° 18/2022, the Department of Contracts has updated its Communication Channels. Depending on the nature of the communication, Contracting Authorities/Entities, Economic Operators, and the General Public are encouraged to utilise the relevant dedicated Email Addresses.

To ensure a timely response, it is also highly recommended that any submitted Communication is accompanied by a Covering Email that clearly indicates:

- Purpose of Submission; and
- List of any enclosed documents, *if applicable*.

The current full List of Generic Email Addresses along with their Usage Description is provided at Annex I.

Contact

Contracting Authorities/Entities may also contact the Department of Contracts' Customer Care Telephone Service on +356 2378 1001.

Adrian Dalli
Director General (Contracts)

LIST OF GENERIC EMAIL ADDRESSES

Scope of the Email Address	Email Address
<p>Customer Care Service.</p> <p>General Queries.</p> <p>Requests by all Contracting Authorities/Entities</p> <p>Submission of Public/Utilities¹ Procurement Documents² (including all applicable forms and ancillary documentation) for Vetting by the Operations Directorate in instances when the Award Mechanism is <u>not</u> the Best Price Quality Ratio (BPQR).</p>	<p>info.contracts@gov.mt [Operations Directorate]</p>
<p>Submission of Property Procurement Documents³ (including all applicable Forms and ancillary Documentation) for Vetting by the Operations Directorate in instances when the Award Mechanism is <u>not</u> the Best Price Quality Ratio (BPQR).</p>	<p>property.contracts@gov.mt [Operations Directorate]</p>
<p>Submission of the Best Price Quality Ratio (BPQR) Tables (including all applicable and ancillary Documentation) for Vetting by the Operations Directorate in instances when the Procurement Call shall not be published by the Operations Directorate.</p> <p>Submission of Public/Utilities/Property Procurement Documents⁴ (including all applicable Forms and ancillary Documentation) for Vetting by the Operations Directorate in instances when the Award Mechanism is the BPQR⁵.</p>	<p>bpqr.contracts@gov.mt [Operations Directorate]</p>

¹ Provided that, pursuant to Regulation 30(1)(b) of S.L. 601.05, Public Contracts required by the Contracting Entities specified in the said Regulation shall publish, administer and determine such Procurement Calls on their own without the involvement of the Director of Contract. Hence, Utilities Procurement Documents shall not be vetted by the Department of Contracts.

² Procurement Documents for any Call for Tenders drawn up by Contracting Authorities classified under Schedule 16 of S.L. 601.03, specifically wherein the Estimated Value exceeds Euro 750K excl. VAT and the Procurement Procedure is the Open or Restricted as well as Call for Tenders specifically wherein the Estimated Value equals or exceeds the Threshold as specified in Regulation 9(1)(b) of S.L. 601.03, and the Procurement Procedure is not the Open or Restricted. Procurement Documents for any Call for Tenders drawn up by Contracting Authorities classified under Schedule 2 of S.L. 601.03, specifically wherein the Estimated Value equals or exceeds the Threshold as specified in Regulation 9(1)(b). Procurement Documents for any Call for Tenders drawn up by Contracting Entities pursuing activities in line with S.L. 601.05, specifically wherein the Estimated Value equals or exceeds the Threshold as specified in Regulation 30(1)(b)-Footnote 1 refers.

³ Property Procurement Documents for CJTs drawn up by Contracting Authorities/Entities, specifically wherein the Estimated Value is in line with Regulation 6(1)(b) of S.L. 601.12

⁴ Procurement Documents for any Call for Tenders drawn up by Contracting Authorities classified under Schedule 16 of S.L. 601.03, specifically wherein the Estimated Value exceeds Euro 750K excl. VAT and the Procurement Procedure is the Open or Restricted as well as Call for Tenders specifically wherein the Estimated Value equals or exceeds the Threshold as specified in Regulation 9(1)(b) of S.L. 601.03, and the Procurement Procedure is not the Open or Restricted. Procurement Documents for any Call for Tenders drawn up by Contracting Authorities classified under Schedule 2 of S.L. 601.03, specifically wherein the Estimated Value equals or exceeds the Threshold as specified in Regulation 9(1)(b). Procurement Documents for any Call for Tenders drawn up by Contracting Entities pursuing activities in line with S.L. 601.05, specifically wherein the Estimated Value equals or exceeds the Threshold as specified in Regulation 30(1)(b) Footnote 1 refers. Property Procurement Documents for any Call for Tenders drawn up by Contracting Authorities/Entities, specifically wherein the Estimated Value is in line with Regulation 6(1)(b) of S.L. 601.12.

⁵ For additional information, reference shall be made to Contracts Circular N° 11/2024.

Scope of the Email Address	Email Address
<p>General Queries and Requests by all Contracting Authorities/Entities on Concession Contracts.</p> <p>Submission of Concession Documents (including all applicable Forms and ancillary Documentation) for Vetting by the Operations Directorate.</p>	<p>concessions.contracts@gov.mt <i>[Operations Directorate]</i></p>
<p>Submission of Evaluation Reports⁶ (including all applicable Annexes and ancillary Documentation) for Vetting by the Operations Directorate.</p>	<p>evaluationreports.contracts@gov.mt <i>[Operations Directorate]</i></p>
<p>Requests for Approval of Modifications⁷ (Financial and Non-Financial) and their Processing by the Operations Directorate.</p> <p>Queries related to Modifications, other Post-Contracts Matters and Contract Management Affairs.</p>	<p>contractmanagement.contracts@gov.mt <i>[Operations Directorate]</i></p>
<p>General Queries related to the Electronic Public Procurement System (ePPS).</p>	<p>etenders@gov.mt</p>
<p>Technical Queries by Contracting Authorities / Entities on the Operational and Functional aspect of the ePPS.</p>	<p>epps.ca@gov.mt</p>
<p>Technical Queries by Economic Operators on the Operational and Functional aspect of the ePPS.</p>	<p>epps.eo@gov.mt</p>
<p>Queries related to Procurement Policy.</p>	<p>policy.contracts@gov.mt</p>
<p>Submission of the Ultimate Beneficial Owner/s (UBO/s) Declaration Form.</p>	<p>ubo.contracts@gov.mt</p>

⁶ Evaluation Reports for any Call for Tenders published by the Operations Directorate within the Department of Contracts.

⁷ Approval of Modifications shall relate to Call for Tenders published by the Operations Directorate within the Department of Contracts.

Scope of the Email Address	Email Address
Submission of Feedback, Suggestions, Proposals and Improvements related to the Public Procurement Templates (including Forms and other Standard Documents) to support continuous enhancement.	templates.contracts@gov.mt
Queries related to Procurement Training Initiatives.	training.contracts.mfin@gov.mt
Compliance Issues including Complaints. Submission of Procurement Statistical Reports. Submission of Reports further to published Contracts Circulars and instructions by the Department of Contracts.	compliance.contracts@gov.mt
Queries related to the Sectoral Procurement Directorate's remit.	spd.mfin@gov.mt <i>[Sectoral Procurement Directorate]</i>
Queries related to Dynamic Purchasing Systems for scrutiny by the Sectoral Procurement Directorate.	dps.mfin@gov.mt <i>[Sectoral Procurement Directorate]</i>
Submission of Procurement Documents ⁸ (including all applicable Forms and ancillary Documentation) for Vetting by the Sectoral Procurement Directorate.	spd1.mfin@gov.mt spd2.mfin@gov.mt spd3.mfin@gov.mt spd4.mfin@gov.mt spd5.mfin@gov.mt spd6.mfin@gov.mt spd7.mfin@gov.mt spd8.mfin@gov.mt <i>[Sectoral Procurement Directorate]</i>

⁸ Procurement Documents for any Call for Tenders drawn up by Contracting Authorities classified under Schedule 16 of S.L. 601.03, specifically wherein the Estimated Value is in line with Regulation 9(1)(c) and the Procurement Procedure is the Open or Restricted. Pursuant to Contracts Circular No. 04/2021, Contracting Authorities shall utilise the appropriate email address depending on the portfolio of the respective SPD. However, if the Call for Tenders shall be utilising the BPQR Award Mechanism, prior to sending to the SPD Directorate, the relevant documentation shall be sent on bpqr.contracts@gov.mt to attain BPQR Approval.