

Department of Contracts
Notre Dame Ravelin
FLORIANA

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

11 November 2025

PROCUREMENT ORIGINATORS FORM

The Director of Contracts is generally responsible for the regulation and administration of Public Contracts Procedures as laid down in the relevant regulations¹. Thus, through the establishment of appropriate Policy and Operational Processes as well as the development of pertinent Templates, the Department of Contracts supports Contracting Authorities²/Entities³ in carrying out and monitoring Procurement Procedures.

Further to Contracts Circular N° 22/2021⁴, as a result of recent developments in areas ancillary to Public Procurement, the Department of Contracts has updated the 'Procurement Originators Form' (POF) as well as the self-explanatory 'Procurement Originators Form Guidance Sheet' to include additional and/or amended requirements.

Contracting Authorities/Entities are reminded that the compilation of a Procurement Originators Form is compulsory for all Public Contracts. Such a form shall be duly filled in, compiled and endorsed as necessary by all the relevant Public Administration Officers.

¹ Pursuant to Regulation 10 of the Public Procurement Regulations S.L. 601.03, Regulation 33 of the Utilities Procurement Regulations S.L. 601.05, Regulation 11 of the Concession Contracts Regulations S.L. 601.09 and Regulation 7 of the Procurement of Property Regulations S.L. 601.12.

² Contracting Authorities in S.L. 601.03, S.L. 601.05 and in S.L. 601.12 is defined as the 'State, regional or local authorities, bodies governed by public law or associations formed by one or more such authorities or one or more such bodies governed by public law'. Contracting Authorities in S.L. 601.09 is defined as per S.L. 601.03 with the additional inclusion of ... 'other than those authorities, bodies or associations which pursue one of the activities referred to in Schedule 4 and award a concession for the pursuit of one of those activities'. Contracting Authority in S.L. 601.08 is defined as 'one of the government entities specified in the Schedule' ie Central Procurement Supplies Unit and the Civil Protection Department.

³ Contracting Entities in S.L. 601.05 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.

⁴ Contracts Circular N° 22/21 titled Procurement Originators Form was published on 23rd December 2021. A Manual Notification – titled Originators Form (PoF) Template was also published on 24th December 2021.

Applicability and Availability of the POF

Contracting Authorities/Entities are being notified that the revised Procurement Originators Form shall be applicable for Public Contracts having an Estimated Value equal to or exceeding Euro 5,000 excluding VAT, published as of 1st December 2025.

Contracting Authorities/Entities holding an active ePPS account, when logged in, may access the said revised Procurement Originators Form Template and its corresponding Procurement Originators Form Guidance Sheet, both of which form part of a zipped folder titled 'Standard Templates for CfTs (CAs)', through the 'Resources' section of Government's e-Procurement platform (Electronic Public Procurement System – ePPS).

Contact

Contracting Authorities/Entities may submit any queries to the Department of Contracts' Customer Care service on info.contracts@gov.mt or by calling on +356 2378 1001.

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