



Ministry for Justice, Culture and Local Government
Courts of Justice Department

Government of Malta

DEPT. REF: DSS 65/2014

TENDER FOR THE HIRE OF CHAUFFEUR DRIVEN TRANSPORT FOR THE MEMBERS OF THE JURY AND OTHER TRANSPORT REQUIREMENTS AT THE COURTS OF JUSTICE

Date Published: Wednesday 3rd December 2014

Closing Date: Tuesday 30th December 2014 at 10:00am CET

This Tender Document is free of charge

IMPORTANT:

- Tender guarantee (bid bond) not required

Clarifications shall be uploaded and will be available to view/download from
<http://mjcl.gov.mt/en/ministry/tenders>

Courts of Justice Department

Republic Street, Valletta VLT 1112, Malta. Tel: (356) 25902320 Fax: (356) 21227432 Email: tenders-courts.mjcl@gov.mt

SUPPLIES TENDER TEMPLATE

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VOLUME 1 SECTION 1 - INSTRUCTIONS TO TENDERERS

A. GENERAL PART

1. General Instructions

- 1.1 In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent Clarifications issued by the Contracting Authority (in this case The Courts of Justice Department within the Ministry for Justice, Culture and Local Government), whatever his own corresponding conditions may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document.

No account can be taken of any reservation in the tender as regards the tender document; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.

The Evaluation Committee shall, after having obtained approval by the Departmental Contracts Committee, request rectifications in respect of incomplete/non-submitted information pertinent to the documentation as outlined in sub-Clause 16.1(a), 16.1(b), and 16.1(c) of these Instructions to Tenderers. Such rectification/s must be submitted within five (5) working days from notification, and will be subject to a non-refundable administrative penalty of €50: failure to comply shall result in the tender offer not being considered any further.

No rectification shall be allowed in respect of the documentation as outlined in sub-Clause 16.1(d), 16.1(e) and 16.1(f) of these Instructions to Tenderers. Only clarifications on the submitted information in respect of the latter may be eventually requested.

- 1.2 The subject of this tender is the supply of the following service:-

Hire of Chauffeur Driven Transport for :-

1. Members of the Jury,
2. Chief Justices Emeritus,
3. Members of the Judiciary as a substitute to transport arrangements currently in force. These services will only be required when reliever drivers directly employed by the Courts of justice are not available
4. Other trips as assigned by the Courts of Justice

In accordance with the specifications and conditions set out at Volume 3 Terms of Reference

- 1.3 This is a fee based contract. (rate per hour or part thereof inclusive of all taxes)
- 1.4 The tenderer will bear all costs associated with the preparation and submission of the tender. The Contracting Authority will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure.
- 1.5 The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

2. Timetable

	DATE	TIME*
Clarification Meeting/Site Visit (Refer to Clause 9.1)	Not Applicable	

Deadline for request for any additional information from the Contracting Authority	Tuesday 16 th December 2014	-
Last date on which additional information are issued by the Contracting Authority	Tuesday 23 rd December 2014	-
Deadline for submission of tenders / Tender Opening Session (unless otherwise modified in terms of Clause 11.3)	Tuesday 30 th December 2014	10:00am
* All times Central European Time (CET)		

3. Lots

- 3.1 This tender is not divided into lots, and tenders must be for the whole of quantities indicated. Tenders will not be accepted for incomplete quantities.

4. Financing

- 4.1 The project is financed from local budget funds.
- 4.2 The beneficiary of the financing is The Courts of Justice Department

5. Eligibility

- 5.1 Participation in tendering is open on equal terms to all natural and legal persons of the Member States of the European Union, the beneficiary country, any other country in accordance with Regulation 64 of the Public Procurement Regulations.
- 5.2 Natural persons, companies or undertakings who fall under any of the conditions set out in Regulation 50 of the Public Procurement Regulations, 2010 (Legal Notice 296 of 2010) may be excluded from participation in and the award of contracts. Tenderers or candidates who have been guilty of making false declarations will also incur financial penalties representing 10% of the total value of the contract being awarded.
- 5.3 Tenders submitted by companies forming a joint venture/consortium must also fulfil the following requirements:
- One partner must be appointed lead partner and that appointment confirmed by submission of powers of attorney signed by legally empowered signatories representing all the individual partners. The tender must include a preliminary agreement or letter of intent stating that all partners assume joint and several liability for the execution of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, all partners, individually and collectively.
 - All partners in the joint venture/consortium are bound to remain in the joint venture/consortium until the conclusion of the contracting procedure. The consortium/joint venture winning this contract must include the same partners for the whole performance period of the contract other than as may be permitted or required by law.
- 5.4 All materials, equipment and services to be supplied under the contract must originate in an eligible country. For these purposes, "origin" means the place where the materials and/or equipment are mined, grown, produced or manufactured and/or from which services are provided.

6. Selection Criteria

- 6.1 In order to be considered eligible for the award of the contract, tenderers must provide evidence that they meet or exceed certain minimum qualification criteria described hereunder.

In the case of a joint venture, the joint venture as a whole must satisfy the minimum qualifications required below.

6.1.1 No evidence of economic and financial standing is required.

6.1.2 Information about the tenderer's technical capacity.

(An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the execution of the contract, for example, by producing an undertaking by those entities to place the necessary resources at the disposal of the economic operator)

This information must follow the form in Volume 1, Section 4 of the tender documents and include:

- A list of principal deliveries effected (Volume 1, Section 4). Not applicable in terms of Contracts Circular No 19/2013 CT 5048/2013
- Data on subcontracting allowed on this contract
- The maximum amount of subcontracting allowed on this contract should not exceed 10%.

7. Multiple Tenders

7.1 A tenderer may submit multiple tender offers.

7.2 A company may not tender for a given contract both individually and as a partner in a joint venture/consortium.

7.3 A company may not tender for a given contract both individually/partner in a joint venture/consortium, and at the same time be nominated as a subcontractor by another tenderer, or joint venture/consortium.

7.4 A company may act as a subcontractor for any number of tenderers, and joint ventures/consortia, provided that it does not participate individually or as part of a joint venture/consortium, and that the nominations do not lead to a conflict of interest, collusion, or improper practice.

8. Tender Expenses

8.1 The tenderer will bear all costs associated with the preparation and submission of the tender.

8.2 The Contracting Authority will neither be responsible for, nor cover, any expenses or losses incurred by the tenderer through site visits and inspections or any other aspect of his tender.

9. Clarification Meeting/Site Visit

9.1 No clarification meeting/site visit is planned.

B. TENDER DOCUMENTS

10. Content of Tender Document

10.1 The set of tender documents comprises the following documents and should be read in conjunction with any clarification notes issued in accordance with Clause 24:

- | | |
|----------|--|
| Volume 1 | Instructions to Tenderers |
| Volume 2 | Draft Contract |
| | <ul style="list-style-type: none">• General Conditions (available online from www.contracts.gov.mt/conditions)• Special Conditions |
| Volume 3 | Terms of Reference |
| Volume 4 | Model Financial Bid |

- 10.2 Tenderers bear sole liability for examining with appropriate care the tender documents, including those design documents available for inspection, and any clarification notes to the tender documents issued during the tendering period, and for obtaining reliable information with respect to conditions and obligations that may in any way affect the amount or nature of the tender or the execution of the works. In the event that the tenderer is successful, no claim for alteration of the tender amount will be entertained on the grounds of errors or omissions in the obligations of the tenderer described above.
- 10.3 The tenderer must provide all documents required by the provisions of the tender document. All such documents, without exception, must comply strictly with these conditions and provisions and contain no alterations made by the tenderer.

11. Explanations/Clarification Notes Concerning Tender Documents

- 11.1 Tenderers may submit questions in writing to the Contracting Authority through:
- sending an email to tenders-courts.mjcl@gov.mt copied to raymond.sciicluna@gov.mt
- up to the date indicated in Clause 2 (Timetable).

The Contracting Authority must reply to all tenderers' questions, and amend the tender documents by publishing clarification notes, up to the date indicated in Clause 2 (Timetable).

- 11.2 Questions and answers, and alterations to the tender document will be published as a clarification note on the website of the Ministry for Justice, Culture and Local Government (<http://mjcl.gov.mt/en/ministry/tenders/>). Clarification notes will constitute an integral part of the tender documentation, and it is the responsibility of tenderers to visit this website and be aware of the latest information published online prior to submitting their Tender.
- 11.3 The Contracting Authority may, at its own discretion, as necessary and in accordance with Clause 24, extend the deadline for submission of tenders to give tenderers sufficient time to take clarification notes into account when preparing their tenders.

12. Labour Law

- 12.1 Particular attention is drawn to the conditions concerning the employment of labour in Malta and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment of any class of employee.

13. Law

- 13.1 By submitting their tenders, tenderers are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the tender and the resulting contract.

C. TENDER PREPARATION

14. Language of Tenders

- 14.1 The tender and all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English.
- 14.2 Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by an accurate translation into English. For the purposes of interpretation of the tender, the English language will prevail.

15. Presentation of Tenders

- 15.1 Tenders must satisfy the following conditions:
- (a) All tenders must be submitted in one original, clearly marked “original”, and one identical copy (including all documentation as in the original) signed in the same way as the original and clearly marked “copy”.
 - (b) Both documents are to be separately sealed and placed in another sealed envelope/package so that the bid can be identified as one tender submission. Following the tender opening session, the copy shall be kept, unopened, at the Courts of Justice Department, for verification purposes only should the need arise.
 - (c) All tenders must be received by date and time indicated in the timetable at Clause 2 and deposited in the tender box at the 4th Floor, Office of the Director Support Services, Courts of Justice Department, Republic Street Valletta..
 - (d) All packages, as per (b) above, must bear only:
 - (i) the above address;
 - (ii) the reference of the invitation to tender concerned;
 - (iii) the name of the tenderer.

16. Content of Tender (Single-Envelope System)

- 16.1 The tender must comprise the following duly completed documents, inserted in a single, sealed envelope (unless their volume requires a separate submission):
- (a) An original bid-bond for the amount of €1,000 in the form provided in Volume 1, Section 3^(Note 1)
 - (b) *General/Administrative Information*^(Note 2)
 - (i) Statement on Conditions of Employment (Volume 1, Section 4)

Selection Criteria
 - (c) *Financial and Economic Standing*^(Note 2)
 - (i) No Evidence of economic and financial standing is required
 - (d) *Technical Capacity*^(Note 3)
 - (i) List of principal deliveries effected - Not applicable in terms of Contracts Circular No 19/2013 CT 5048/2013
 - (ii) Personnel (Key Experts) to be employed on contract (not applicable)
 - (e) *Evaluation Criteria/Technical Specifications*^(Note 3)
 - (i) Tenderer’s Technical Offer in response to specifications (Volume 3)
 - (f) *Financial Offer*^(Note 3)
 - (i) The Tender Form in accordance with the form provided in Volume 1, Section 2; a separate Tender Form is to be submitted for each option tendered, each form clearly marked ‘Option 1’, ‘Option 2’ etc.;
 - (ii) A financial bid calculated in the form provided in Volume 4

Notes to Clause 16.1:

1. *Tenderers will be requested to clarify/rectify, within five working days from notification, the tender guarantee only in the following two circumstances: either incorrect validity date, and/or incorrect value.*
2. *Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five working days from notification.*
3. *No rectification shall be allowed. Only clarifications on the submitted information*

may be requested.

Tenderers must indicate where the above documentation is to be found in their offer by using an index. All documentation is to be securely bound/filed.

Tenderers are NOT required NOR expected to submit, with their offer, any components of the tender document except those specifically mentioned in Clause 16.

17. Tender Prices

- 17.1 The tender price must cover the whole of the works as described in the tender documents.
- 17.2 The tender must be submitted in Euro (€).
- 17.3 Tenderers must quote all components of the price **inclusive** of taxes, customs and import duties and any discounts. Tenderers not registered with the VAT authority in Malta, must **still** include in their financial offer any VAT that the contracting authority may have to pay either in Malta or the country where the tenderer is registered irrespective of the reverse charge mechanism. The financial offer will be considered as the total financial cost to the contracting authority including any VAT that may have to be paid not through the winning tenderer. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.
- 17.4 Different options are to be clearly identifiable in the technical and financial submission; a **separate Tender Form (as per Volume 1, Section 2) marked 'Option 1', 'Option 2' etc. for each individual option clearly outlining the price of the relative option is to be submitted.**
- 17.5 If the tenderer offers a discount, the discount must be absorbed in the rates of the Bill of Quantities/Financial Statement.
- 17.6 Not Applicable
- 17.7 The prices for the contract, must include all of the works to be provided. The prices quoted are fixed and not subject to revision or escalation in costs, except for revision of prices due to Cost of Living Adjustment (COLA) or otherwise provided for in the Special Conditions.

18. Currencies of Tender and Payments

- 18.1 The currency of the tender is the Euro (€). All sums in the breakdown of the overall price, in the questionnaire and in other documents must be expressed in Euro (€), with the possible exception of originals of bank and annual financial statements.
- 18.2 Payments will be made upon certification of supplies by the Contracting Authority, based on the invoice issued by the Contractor, in accordance with the timeframes, terms and conditions of the contract.
- 18.3 All correspondence relating to payments, including invoices and interim and final statements, must be submitted as outlined in the contract.

19. Period of Validity of Tenders

- 19.1 Tenders must remain valid for a period of 150 days after the deadline for submission of tenders indicated in the contract notice, the tender document or as modified in accordance with Clauses 11.3 and/or 24. Any tenderer who quotes a shorter validity period will be rejected.
- 19.2 In exceptional circumstances the Contracting Authority may request that tenderers extend the validity of tenders for a specific period. Such requests and the responses to them must be made in writing. A tenderer may refuse to comply with such a

request without forfeiting his tender guarantee (Bid Bond). However, his tender will no longer be considered for award. If the tenderer decides to accede to the extension, he may not modify his tender.

- 19.3 The successful tenderer must maintain his tender for a further 60 days from the date of notification of award.

20. Tender Guarantee (Bid Bond)

- 20.1 NO Tender Guarantee (Bid Bond) is required.

21. Variant Solutions

- 21.1 No variant solutions will be accepted. Tenderers must submit a tender in accordance with the requirements of the tender document.

22. Preparation and Signing of Tenders

- 22.1 All tenders must be submitted in one original, clearly marked "original", and one identical copy (including all documentation as in the original) signed in the same way as the original and clearly marked "copy". Tenders must comprise the documents specified in Clause 16 above.

It is the responsibility of the tenderers to ensure that both the original and the copy are an identical representation of one another.

- 22.2 The tenderer's submission must be typed in, or handwritten in indelible ink. Any pages on which entries or corrections to his submission have been made must be initialled by the person or persons signing the tender. All pages must be numbered consecutively by hand, machine or in any other way acceptable to the Contracting Authority.
- 22.3 The tender must contain no changes or alterations, other than those made in accordance with instructions issued by the Contracting Authority (issued as clarification notes) or necessitated by errors on the part of the tenderer. In the latter case, corrections must be initialled by the person signing the tender.
- 22.4 The tender will be rejected if it contains any alteration, tampering, addition or deletion to the tender documents not specified in a clarification note issued by the Contracting Authority.

D. SUBMISSION OF TENDERS

23. Sealing and Marking of Tenders

- 23.1 The tenders must be submitted in English and deposited in the Department's tender box **before** the deadline specified in Clause 2 or as otherwise specified in accordance with Clause 11.1 and/or 24.1. They must be submitted:

EITHER by recorded delivery (official postal/courier service) OR hand delivered at:

4th Floor, Office of the Director Support Services, Courts of Justice Department, Republic Street Valletta..

Tenders submitted by any other means will not be considered.

- 23.2 Tenderers must seal the original and the copy of their tender as outlined in Clause 15.
- 23.3 If the outer envelope is not sealed and marked as required in Sub clause 15.1, the Contracting Authority will assume no responsibility for the misplacement or premature opening of the tender.
- 23.4 No variant solutions will be accepted.

24. Extension of Deadline for Submission of Tenders

- 24.1 The Contracting Authority may, at its own discretion, extend the deadline for submission of tenders by issuing a clarification note in accordance with Clause 11. In such cases, all rights and obligations of the Contracting Authority and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

25. Late Tenders

- 25.1 All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the Contracting Authority. The associated guarantees will be returned to the tenderers.
- 25.2 No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

26. Alterations and Withdrawal of Tenders

- 26.1 Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after the deadline for submission.
- 26.2 Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in accordance with Clause 23, and the envelope must also be marked with "alteration" or "withdrawal".
- 26.3 The withdrawal of a tender in the period between the deadline for submission and the date of expiry of the validity of the tender will result in forfeiture of the tender guarantee provided for in Clause 20.

E. OPENING AND EVALUATION OF OFFERS

27. Opening of Tenders

- 27.1 Tenders will be opened in public session on the date and time indicated in the timetable at Clause 2 (or as otherwise specified in accordance with Clause 11.1 and/or 24.1) at the Courts of Justice Department, 4th Floor, Republic Street, Valletta, Malta by the persons authorised by the Departmental Contracts Committee. They will draw up a 'Summary of Tenders Received' which will be published on the notice board at the Courts of Justice Department, 4th Floor and shall also be available to view on the the Ministry for Justice, Culture and Local Government website, <http://mjcl.gov.mt/en/ministry/tenders/>
- 27.2 At the tender opening, the tenderers' names, the tender prices, variants, written notification of alterations and withdrawals, the presence of the requisite tender guarantee and any other information the Contracting Authority may consider appropriate will be published.
- 27.3 Envelopes marked "withdrawal" will be read out first and returned to the tenderer.
- 27.4 Reductions or alterations to tender prices made by tenderers after submission will not be taken into consideration during the analysis and evaluation of tenders.

28. Secrecy of the Procedure

- 28.1 After the opening of the tenders, no information about the examination, clarification, evaluation or comparison of tenders or decisions about the contract award may be disclosed before the notification of award.
- 28.2 Information concerning checking, explanation, opinions and comparison of tenders and recommendations concerning the award of contract, may not be disclosed to tenderers or any other person not officially involved in the process unless otherwise permitted or required by law.

- 28.3 Any attempt by a tenderer to approach any member of the Evaluation Committee/Contracting Authority directly during the evaluation period will be considered legitimate grounds for disqualifying his tender.

29. Clarification of Tenders

- 29.1 When checking and comparing tenders, the evaluation committee may, after obtaining approval from the Departmental Contracts Committee, ask a tenderer to clarify any aspect of his tender.
- 29.2 Such requests and the responses to them must be made by e-mail or fax. They may in no circumstances alter or try to change the price or content of the tender, except to correct arithmetical errors discovered by the evaluation committee when analysing tenders, in accordance with Clause 31.

30. Tender Evaluation Process

- 30.1 The following should be read in conjunction with Clause 27.

30.2 Part 1: Administrative Compliance

The Evaluation Committee will check the compliance of tenders with the instructions given in the tender document, and in particular the documentation submitted in respect of Clause 16.

The Evaluation Committee shall, after having obtained approval by the Departmental Contracts Committee, request rectifications in respect of incomplete/non-submitted information pertinent to the documentation as outlined in sub-Clause 16.1(a), 16.1(b), and 16.1(c) of these Instructions to Tenderers. Such rectification/s must be submitted within two (2) working days from notification, and will be subject to a non-refundable administrative penalty of €50: failure to comply shall result in the tender offer not being considered any further. No rectification shall be allowed in respect of the documentation as outlined in sub-Clause 16.1 (d), 16.1(e), and 16.1(f) of these Instructions to Tenderers. Only clarifications on the submitted information in respect of the latter may be eventually requested.

30.3 Part 2: Eligibility and Selection Compliance

Tenders which have been considered administratively compliant shall be evaluated for admissibility as outlined below:

(i) Eligibility Criteria

- Tender Form (Volume 1, Section 2)

(ii) Selection Criteria

- Evidence of technical capacity (sub-Clause 6.1.2)

30.4 Part 3: Technical Compliance

At this step of the evaluation process, the Evaluation Committee will analyse the administratively-compliant tenders' technical conformity in relation to the technical specifications (Volume 3, and the documentation requested by the Contracting Authority as per sub-Clause 16(e)), classifying them technically compliant or non-compliant.

30.5 Part 4. Financial Evaluation

The financial offers for tenders which were not eliminated during the technical evaluation (i.e., those found to be technically compliant) will be evaluated.

The Evaluation Committee will check that the financial offers contain no arithmetical

errors as outlined in Clause 31. The financial evaluation will have to identify the best financial offer. Evaluation will be made on the total cost of tender for all four years. **See Volume 4 Financial Bid.**

31. Correction of Arithmetical Errors

- 31.1 Admissible tenders will be checked for arithmetical errors by the Evaluation Committee. Errors will be corrected as follows:
- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;
 - (b) where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will prevail.
- 31.2 The amount stated in the tender will be adjusted by the Evaluation Committee in the event of error, and the tenderer will be bound by that adjusted amount. In this regard, the Evaluation Committee shall seek the prior approval of the Departmental Contracts Committee to communicate the revised price to the tenderer. If the tenderer does not accept the adjustment, his tender will be rejected and his tender guarantee forfeited.
- 31.3 When analysing the tender, the evaluation committee will determine the final tender price after adjusting it on the basis of Clause 31.1.

F. CONTRACT AWARD

32. Criteria for Award

- 32.1 The sole award criterion will be the price. The contract will be awarded to the cheapest priced tender satisfying the administrative and technical criteria. (vide 30.5 Part 4)

33. Right Of The Contracting Authority To Accept Or Reject Any Tender

- 33.1 The Contracting Authority reserves the right to accept or reject any tender and/or to cancel the whole tender procedure and reject all tenders. The Contracting Authority reserves the right to initiate a new invitation to tender.
- 33.2 In the event of a tender procedure's cancellation, tenderers will be notified by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.
- 33.3 Cancellation may occur where:
- (a) the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
 - (b) the economic or technical parameters of the project have been fundamentally altered;
 - (c) exceptional circumstances or force majeure render normal performance of the project impossible;
 - (d) all technically compliant tenders exceed the financial resources available;
 - (e) there have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the programme or project announced.

34. Notification of Award, Contract Clarifications

- 34.1 Prior to the expiration of the period of validity of tenders, the Contracting Authority

will notify the successful tenderer, in writing, that his tender has been recommended for award by the Departmental Contracts Committee, pending any appeal being lodged in terms of Part XIII of the Public Procurement Regulations (being reproduced in Volume 1, Section 6).

- 34.2 Unsuccessful bidders shall be notified with the outcome of the evaluation process, and will be provided the following information:
- (i) the criteria for award;
 - (ii) the name of the successful tenderer;
 - (iii) the recommended price of the successful bidder;
 - (iv) the reasons why the tenderer did not meet the technical specifications/ notification that the offer was not the cheapest (if applicable);
 - (v) the deadline for filing a notice of objection (appeal);
 - (vi) the deposit required if lodging an appeal.
- 34.3 The recommendations of the Departmental Contracts Committee shall be published on the Notice Board of the Courts of Justice Department, 4th Floor, and published online on the Ministry for Justice, Culture and Local Government website, <http://mjcl.gov.mt/en/ministry/tenders/>.

35. Contract Signing and Performance Guarantee

- 35.1 After the lapse of the appeals period, and pending that no objections have been received and/or upheld, the successful tenderer may be invited to clarify certain contractual questions raised therein. Such clarification will be confined to issues that had no direct bearing on the choice of the successful tender. The outcome of any such clarifications will be set out in a Memorandum of Understanding, to be signed by both parties and incorporated into the contract.
- 35.2 Within 15 calendar days of receiving the contract (against acknowledgment of receipt) from the Contracting Authority, the successful tenderer will sign and date the contract and return it to the Contracting Authority with the performance guarantee and the Financial Identification Form (if applicable). On signing of the contract by the Contracting Authority, the successful tenderer will become the Contractor and the contract will enter into force.
- 35.3 Before the Contracting Authority signs the contract with the successful tenderer, the successful tenderer may be requested to provide the documentary proof or statements required to show that it does not fall into any of the exclusion situations listed in Clause 7 of the Tender Form (Volume 1, Section 2). The above mentioned documents must be submitted by every member of a Joint Venture/Consortium (if applicable).
- 35.4 If the selected tenderer fails to sign and return the contract, other required documentation, and any guarantees required within the prescribed 15 calendar days, the Contracting Authority may consider the acceptance of the tender to be cancelled without prejudice to the Contracting Authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.
- The tenderer whose tender has been evaluated as second cheapest, technically and administratively compliant may be recommended for award, and so on and so forth.
- 35.5 Only the signed contract will constitute an official commitment on the part of the Contracting Authority, and activities may not begin until the contract has been signed by the Contracting Authority and the successful tenderer.
- 35.6 Tender guarantees (bid bonds) provided by tenderers who have not been selected shall be released within 30 calendar days from the signing of the contract. The tender guarantee of the successful tenderer shall be released on the signing of the contract, and on submission of a valid performance guarantee.
- 35.7 The performance guarantee referred to in the General Conditions is set at 10% of the amount of the contract and must be presented in the form specified in Volume 2, Section 4, to the tender document the performance guarantee shall be released within 30 days of the signing of the Final Statement of Account (Final Bill), unless the Special

Conditions provide otherwise.

36. Commencement of Services

- 36.1 Following the signing of the contract by both parties, the Project Manager will issue a written notice of commencement of the services in accordance with the General Conditions, as specified by the Special Conditions.
- 36.2 The Contractor must inform the Contracting Authority's representative by return that he has received the notice.

G. MISCELLANEOUS

37. Ethics Clauses

- 37.1 Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his candidacy or tender and may result in administrative penalties.
- 37.2 Without the Contracting Authority's prior written authorisation, the Contractor and his staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.
- 37.3 When putting forward a candidacy or tender, the candidate or tenderer must declare that he is affected by no potential conflict of interest, and that he has no particular link with other tenderers or parties involved in the project.
- 37.4 The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of his profession. He must refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.
- 37.5 For the duration of the contract, the Contractor and his staff must respect human rights and undertake not to offend the political, cultural and religious morals of Malta.
- 37.6 The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.
- 37.7 The Contractor and his staff are obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor are confidential.
- 37.8 The contract governs the Parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.
- 37.9 The Contractor shall refrain from any relationship likely to compromise his independence or that of his staff. If the Contractor ceases to be independent, the Contracting Authority may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.
- 37.10 The tender(s) concerned will be rejected or the contract terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

38. Data Protection and Freedom of Information

- 38.1 Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the Central Government Authority/Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.
- 38.2 The provisions of this contract are without prejudice to the obligations of the Contracting Authority in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). The Contracting Authority, prior to disclosure of any information to a third party in relations to any provisions of this contract which have not yet been made public, shall consult the contractor in accordance with the provisions of the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the Contracting Authority in terms of the Act.

39. Gender Equality

- 39.1 In carrying out his/her obligations in pursuance of this contract, the tenderer shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. Tenderers are to ensure that these principles are manifest in the organigram of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

VOLUME 1 SECTION 2 - TENDER FORM

(A separate, distinct Tender Form must be submitted for EACH OPTION - if applicable - submitted)

TENDER FOR THE HIRE OF CHAUFFEUR DRIVEN TRANSPORT FOR THE MEMBERS OF THE JURY AND OTHER TRANSPORT REQUIREMENTS AT THE COURTS OF JUSTICE
 File Reference Number: DSS 65/2014

A TENDER SUBMITTED BY

	Name(s) of tenderer(s)	Nationality	Proportion of Responsibilities ²
Leader ¹			
Partner ¹			
Etc ...			

1. Add/delete additional lines for partners as appropriate. Note that a sub-contractor is not considered to be a partner for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted)

2. Proposed proportion of responsibilities between partners (in %) with indication of the type of the works to be performed by each partner (the company acting as the lead partner in a joint venture/consortium, they must have the ability to carry out at least 50% of the contract works by its own means. If a company is another partner in a joint venture/consortium (i.e. not the lead partner) it must have the ability to carry out at least 10% of the contract works by its own means).

Supply intended to be sub-contracted	Name and details of sub-contractors	Value of sub-contracting as percentage of the total cost ³	Experience in similar supplies (details to be specified)
1			
2			
(.)			

3. The maximum amount of sub-contracting must not exceed 10% of the total contract value. The main contractor must have the ability to carry out at least 90% of the contract works by his own means.

NOTE TO COMPILER: THIS SECTION IS TO BE REMOVED/MARKED NOT APPLICABLE IF NO SUB-CONTRACTING IS ALLOWED. LIAISE WITH DOC

B CONTACT PERSON (for this tender)

Name		Surname	
Telephone	(____) _____	Fax	(____) _____
Address		
E-mail			

C TENDERER'S DECLARATION(S)

To be completed and signed by the tenderer (including each partner in a consortium).

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this tender document (including subsequent Clarifications Notes issued by the Contracting Authority) for invitation to tender File Reference DSS 65/2014. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our tender offer not being considered any further.
- 2 We offer to execute, in accordance with the terms of the tender document and the conditions and time limits laid down, without reserve or restriction, the following services:

HIRE OF CHAUFFEUR DRIVEN OF TRANSPORT FOR THE MEMBERS OF THE JURY AND OTHER TRANSPORT REQUIREMENTS AT THE COURTS OF JUSTICE

- 3 The total price of our tender (inclusive of duties, VAT, other taxes and any discounts) in words and figures is:

- 4 This tender is valid for a period of 150 days from the final date for submission of tenders.
- 5 If our tender is accepted, we undertake to provide a performance guarantee of 10% of the contract value as required by the General Conditions.
6. We are making this application in our own right and [as partner in the consortium led by < name of the leader / ourselves >] for this tender HIRE OF CHAUFFEUR DRIVEN TRANSPORT FOR THE MEMBERS OF THE JURY AND OTHER TRANSPORT REQUIREMENTS AT THE COURTS OF JUSTICE. We confirm that we are not tendering for the same contract in any other form. We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance. We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure.
- 7 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 8 We accept that we shall be excluded from participation in the award of this tender if compliance certificates in respect of declarations made under Clause 7 of this declaration are not submitted by the indicated dates.
- 9 We agree to abide by the ethics clauses of the instructions to tenderers and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other tender in this procedure.
- 10 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
- 11 Our tender submission has been made in conformity with the Instructions to Tenderers, and in this respect we confirm having included in the appropriate packages as required, the following documentation:

- (a) **Tender Guarantee** ^(Note 1)
 - Bid Bond (not applicable)

- (b) **General Information** ^(Note 2)
 - Statement on Conditions of Employment

- Selection Criteria** ^(Note 2)
- (c) **Financial and Economic Standing** ^(Note 2)
 - Not applicable

- (d) **Technical Capacity** ^(Note 3)
 - A list of principal deliveries effected (Volume 1, Section 4). Not applicable in terms of Contracts Circular No 19/2013 CT 5048/2013
 - Data on subcontracting allowed on this contract
 - The maximum amount of subcontracting allowed on this contract should not exceed 10%.

- (e) **Evaluation Criteria/Technical Specifications** ^(Note 3)
 - Tenderer's Technical Offer
 - Literature (not applicable)

- (f) **Tender Form, and Financial Offer/Bill of Quantities** ^(Note 3)

Notes:

1. *Tenderers will be requested to clarify/rectify, within five working days from notification, the tender guarantee only in the following two circumstances: either incorrect validity date, and/or incorrect value. This is indicated by the symbol ○*
2. *Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five working days from notification. This is indicated by the symbol ○*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested. This is indicated by the symbol ●*

12 I acknowledge that the Contracting Authority shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation listed in Clause 11(a), 11(b), and 11(c) of this Tender Form. We understand that such rectification/s must be submitted within two (2) working days, and will be subject to a non-refundable administrative penalty of €50, and that failure to comply shall result in our offer not being considered any further.

13 We note that the Contracting Authority is not bound to proceed with this invitation to tender and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

Name and Surname: _____

I.D. / Passport Number: _____

Signature of tenderer: _____

Duly authorised to sign this tender on behalf of: _____

Company/Lead Partner VAT No: _____
(if applicable)

Stamp of the firm/company: _____

Place and date: _____

VOLUME 1 SECTION 3 - TENDER GUARANTEE FORM

Not Applicable

[On the headed notepaper of the financial institutions providing the guarantee]

Whereas the Director General Courts of Justice Department has invited tenders for

...,

and whereas Messrs [Name of tenderer] (hereinafter referred to as the Tenderer) is submitting such a tender in accordance with such invitation, we [Name of Bank], hereby guarantee to pay you on your first demand in writing a maximum sum of Euro (€.....) in case the Tenderer withdraws his tender before the expiry date or in the case the Tenderer fails to provide the Performance Bond, if called upon to do so in accordance with the Conditions of Contract.

The guarantee becomes payable on your first demand and it shall not be incumbent upon us to verify whether such demand is justified.

This guarantee is valid for a period of one hundred and fifty (150) days from the closing date of submission of tenders, and expires on the Unless it is extended by us or returned to us for cancellation before that date, any demand made by you for payment must be received at this office in writing not later than the above-mentioned expiry date.

This document should be returned to us for cancellation or utilisation or expiry or in the event of the guarantee being no longer required.

After the expiry date and in the absence of a written demand being received by us before such expiry date, this guarantee shall be null and void, whether returned to us for cancellation or not, and our liability hereunder shall terminate.

Yours faithfully,

.....
Bank Manager

.....
Date

VOLUME 1 SECTION 4 - TENDERER'S STATEMENTS

1. Statement on Conditions of Employment

1. It is hereby declared that all employees engaged on this contract shall enjoy working conditions including wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.
2. It is hereby declared that no part of the services to be provided under this contract shall be sub-contracted to an economic operator who has in his employment employees, who are already in employment with the bidding entity and are carrying out, with the sub-contractor, the same or very similar duties as those in their contract of employment with the bidding entity.
3. The sub-contractor/s agree to all the conditions listed in this statement.
4. It is hereby declared that the service being provided under this contract will be carried out solely by the bidding entity employees, or bona fide self-employed individuals. No work will be carried out by persons designated as self-employed where their actual employment status in terms of the Employment Status National Standard Order LN 44/2012 is that of an employee.
5. It is hereby declared that all the employees of the bidding entity, whether providing services to the contracting authority or not, have a written contract of service and are registered with the competent authority of my country, which in the case of Malta is the Employment and Training Corporation. If this tender is awarded to us, we shall furnish a list of employees who will be providing the services. Copies of the written contracts of service of the employees will be available at any time for inspection.
6. It is hereby declared that the bidding entity's employees shall be given a detailed payslip containing all relevant details including the amount paid, normal hours worked, overtime hours, hours worked on Sundays and Public Holidays, hours availed of as leave or sick leave, a breakdown of bonuses/allowances as well as deductions made (such as social security contributions and income tax).
7. It is hereby declared that all the wages/salaries of the bidding entity's employees are paid only by direct payment in the employee's bank account.
8. It is hereby declared that the relevant bank statements of wage/salaries' deposit and copies of the detailed payslips will be made available as and when required by the Director of Industrial and Employment Relations.
9. It is hereby declared that if the bidding entity is found in breach of any of the above declarations it is accepted that this contract will be terminated and that we will have no right to be compensated for any damage we may have suffered or will suffer in the future in respect to this termination.
10. A list of the minimum hourly workers' costs involving the provision of the employees' services in this tender is being attached.

Signature

Name of Signatory

I.D. No.

Name of bidder/contractor

Date

2. Experience as Contractor

(Not Applicable)

List of contracts of similar nature and extent performed during the past [.....] years:

Description of Services	Total Value of Services	Period of Execution	Client*/ Contracting Authority*

Signature:
(the person or persons authorised to sign on behalf of the tenderer)

Date:

3 - Literature

1. List of literature to be submitted with the tender: (not applicable)

Item	Description	Reference in Technical Specifications
1.1		
1.2		
1.3		
1.4		
1.5		
1.6		
1.7		
1.8		
1.9		

3. Key Experts

(not applicable)

(to be modelled on the tender 's particular requirements)

The Evaluation Committee reserves the right to request the tenderers to substantiate their claims in respect to the staff proposed by requesting CVs of Key Experts during the evaluation stage. Key Experts shall also be requested to submit a filled-in Statement of Exclusivity and Availability (specimen as per Error! Reference source not found.) during the evaluation stage.

Name of Expert	Proposed Position	Nationality	Age	Educational Background	Specialist Area of Knowledge	Years of Experience	Languages and Degree of Fluency (VG; G; W)

Signature:
(the person or persons authorised to sign on behalf of the tenderer)

Date:

VOLUME 1 SECTION 5 - GLOSSARY

Definitions

Note: the present definitions are given here for convenience only, in the context of the tender procedure. The definitions set out in the contract as concluded are determining for the relations between the parties to the contract.

Administrative order: Any written or oral instruction or order issued by the Project Manager to the Contractor regarding the execution of the services.

Beneficiary Country: The Maltese Islands.

Breakdown of the overall price: A heading-by-heading list of the rates and costs making up the price for a lump-sum contract.

Budget Breakdown: In a fee-based contract, the schedule which breaks down the contract value, stating out the fee rates and the provision for incidental expenses.

Cash Flow Forecast: The Contractor's estimate of the cash flows arising directly from the execution of a fee-based contract.

Central Government Authority: means the Department of Contracts.

Commission: The European Commission.

Conflict of interest: Any event influencing the capacity of a candidate, tenderer or supplier to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interests of the Central Government Authority and the Contracting Authority. Any consideration relating to possible contracts in the future or conflict with other commitments, past or present, of a candidate, tenderer or supplier, or any conflict with his own interests. These restrictions also apply to sub-contractors and employees of the candidate, tenderer or supplier.

Contract: The signed agreement entered into by the parties for the performance of the services, including all attachments thereto and all documents incorporated therein.

Contract Value: The total value of the contract to be paid by the Contracting Authority in terms of the agreed terms and conditions.

Contracting Authority: means the final beneficiary of the contract.

Contractor: The party which contracts to perform the services.

Day: Calendar day.

Drawings: Drawings provided by the Contracting Authority, and/or drawings provided by the Contractor and approved by the Project Manager, for the carrying out of the services.

EC: The European Community.

EU: The European Union.

Evaluation Committee: a committee made up of an odd number of voting members (at least three) appointed by the Central Government Authority and possessing the technical, linguistic and administrative capacities necessary to give an informed opinion on tenders.

Fee-Based Contract: A contract under which the services are provided on the basis of fixed fee rates for each day/hour worked by experts/service provider.

Final Beneficiary: The Department/Entity or other government body on whose behalf the Department of Contracts has issued this tender.

Foreign currency: Any currency permissible under the applicable provisions and regulations other than the Euro, which has been indicated in the tender.

General conditions: The general contractual provisions setting out the administrative, financial, legal and technical clauses governing the execution of contracts.

General damages: The sum not stated beforehand in the contract, which is awarded by a court or an arbitration tribunal, or agreed between the parties, as compensation payable to an injured party for a breach of the contract by the other party.

Global Price Contract: A contract under which the services are performed for an all-inclusive fixed price.

In writing: This includes any hand-written, typed or printed communication, including fax transmissions and electronic mail (e-mail).

Liquidated damages: The sum stated in the contract as compensation payable by the Contractor to the Contracting Authority for failure to complete the contract or part thereof within the periods under the contract, or as payable by either party to the other for any specific breach identified in the contract.

Modification: An instruction given by the Project Manager which modifies the works.

Month: Calendar month.

National currency: The currency of the country of the Contracting Authority.

Period: A period begins the day after the act or event chosen as its starting point. Where the last day of a period is not a working day, the period expires at the end of the next working day.

Plant: appliances and other machinery, and, where applicable under the law and/or practice of the state of the Contracting Authority, the temporary structures on the site required to carry out the works but excluding equipment or other items required to form part of the permanent works.

Project: The project in relation to which the services are to be provided under the contract.

Project Manager: The natural or legal person responsible for monitoring the implementation of the contract on behalf of the Contracting Authority.

Public Service: Government Ministries and Departments.

Services: Activities to be performed by the Contractor under the contract such as technical assistance, studies, training and designs.

Special conditions: The special conditions laid down by the Contracting Authority as an integral part of the tender document, amplifying and supplementing the general conditions, clauses specific to the contract and the terms of reference.

Tender document/s: The dossier compiled by the Contracting Authority and containing all the documents needed to prepare and submit a tender.

Tender price: The sum stated by the tenderer in his tender for carrying out the contract.

Terms of Reference: The document in Volume 3, Section 1, drawn up by the Contracting Authority giving the definition of its requirements and/or the objectives in respect of the provision of services, specifying, where relevant, the methods and resources to be used by the Contractor and/or the results to be achieved by it.

Time Limits: Those periods in the contract which shall begin to run from the day following the act or event which serves as the starting point for those periods. Should the last day of the period fall upon a non-working day, the period shall expire at the end of the first working day following the last day of the period.

Written communications: Certificates, notices, orders and instructions issued in writing under the contract.

VOLUME 1 SECTION 6 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

Part II - Rules governing public contracts whose value does not exceed one hundred and twenty thousand euro (€120,000)

The procedure for the submission of appeals in the tender offer is stipulated in Part II of the Public Procurement Regulations (Legal Notice 296/2010), reproduced hereunder for ease of reference.

- 21(1) Where the estimated value of the public contract exceeds twelve thousand euro (€12,000) and is issued by an authority listed in Schedule 1, any tenderer or candidate concerned shall have a right to make a complaint to the Review Board in accordance with this regulation.
- (2) (a) The contracting authority shall be obliged to issue a notice and affix an advertisement, in a prominent place at its premises, indicating the awarded public contract, the financial aspect of the award and the name of the successful tenderer. The contracting authority shall, by electronic means or by fax, inform the tenderer or candidate concerned of the publication of the award. The contracting authority shall be precluded from concluding the contract during the period allowed for the submission of appeals.
(b) The award process shall be completely suspended if an appeal is eventually submitted.
- (3) Any tenderer or candidate concerned who is aggrieved by the award indicated by the contract authority may, within five working days from the publication of the notice, file a letter of objection, together with a deposit, with the contracting authority, clearly setting forth any reason for his complaint. The deposit to be paid in respect of tenders valued at less than forty-seven thousand euro (€47,000) shall be four hundred euro (€400), while those between forty-seven thousand euro (€47,000) and one hundred and twenty thousand euro (€120,000) shall be 0.5% of the estimated value of the tender, with a minimum deposit of four hundred euro (€400). The letter by the complaining tenderer shall be affixed on the notice board of the contracting authority and shall be brought to the attention of the recommended tenderer.
- (4) After the expiry of the period allowed for the submission of a complaint, the contracting authority shall deliver the letter of complaint, the deposit receipt and all documents relating to the public contract in question to the Review Board who shall examine the matter in a fair and equitable manner. In its deliberation the Review Board shall have the authority to obtain, in any manner it deems appropriate, any other information not already provided by the contracting authority. The Review Board shall determine the complaint by upholding or rejecting it. The written decision of the Review Board shall be affixed on the notice board of the contracting authority and copies thereof shall be forwarded to the Director of Contracts and all the parties involved.
- (5) The tenderer or candidate concerned who is not satisfied with the decision granted by the Review Board may refer the matter to the Court of Appeal (Superior Jurisdiction) in terms of article 41(6) of the Code of Organization and Civil Procedure within a period of sixty days. Such recourse however may not delay the Head of the contracting authority from implementing the Review Board's decision.
- (6) Tender documents issued in terms of this Part shall include a clause informing tenderers that the award of the contract is subject to the right of recourse as provided for in this regulation, a copy of which should be reproduced in the documents.
- (7) The Minister shall have the authority by order to extend the provisions of this regulation in order that recourse as provided in this regulation be made available also by authorities listed in Schedule 3 and to prescribe the procedure by which such recourse is to be granted.

Part XIII - Appeals

The procedure for the submission of appeals is stipulated in Part XIII of the Public Procurement Regulations (Legal Notice 296/2010), reproduced hereunder for ease of reference.

- (1) Any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed

award in obtaining a contract or a cancellation of a call for tender, may file a notice of objection with the Review Board.

The notice shall be filed within ten calendar days following the date on which the contracting authority has by fax or other electronic means sent its proposed award decision.

The communication to each tenderer of the proposed award shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 44(3), and by a precise statement of the exact standstill period.

The notice of objection shall only be valid if accompanied by a deposit equivalent to one per cent of the estimated value of the tender submitted by the tenderer, provided that in no case shall the deposit be less than one thousand and two hundred euro (€1,200) or more than fifty-eight thousand euro (€58,000). The Secretary of the Review Board shall immediately notify the Director that an objection had been filed with his authority thereby immediately suspending the award procedure. The Department of Contracts or the contracting authority involved, as the case may be, shall be precluded from concluding the contract during the period of ten calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

- (2) The procedure to be followed in submitting and determining complaints as well as the conditions under which such complaints may be filed shall be the following:
- (a) any decision by the General Contracts Committee (or a Special Contracts Committee) and by a contracting authority, shall be made public at the Department of Contracts or at the office of the contracting authority prior to the award of the contract;
 - (b) the notice of objection duly filed in accordance with sub-regulation (1) shall be made public by the Review Board not later than the next working day following its filing;
 - (c) within three working days of the publication of the replies the Secretary of the Review Board shall prepare a report (the Analysis Report) analysing the letter of objection. This report shall be circulated to the persons who file an objection and interested parties. After the preparatory process is duly completed, the Head of the contracting authority shall forward to the Chairman of the Review Board all documentation pertaining to the call for tenders in question including files, tenders submitted, copies of deposit receipts, any motivated letter, who shall then proceed as stipulated in Part XIV;
 - (d) the Director or the Head of the contracting authority shall publish a copy of the decision of the Review Board at his department or at the premises of the relevant contracting authority, as the case may be.

Copies of the decision shall be forwarded by the Secretary of the Board to the complaining tenderer, any persons who had registered or had an implied interest, the Director of Contracts and to the contracting authority concerned.

VOLUME 2

VOLUME 2 SECTION 1 - DRAFT CONTRACT FORM

Financed by: Government of Malta
Project: HIRE OF CHAUFFEUR DRIVEN TRANSPORT FOR THE MEMBERS OF THE JURY AND OTHER
TRANSPORT REQUIREMENTS AT THE COURTS OF JUSTICE
Contract Number: DSS 65/2014

This contract is concluded between:

Courts of Justice Department
Republic Street
Valletta
Malta

(hereinafter called “The Contracting Authority”) on behalf of Courts of Justice Department Republic Street Valletta on the one part, and

[Name of Contractor]
[Address]

(hereinafter called “The Contractor”) on the other part,

Whereas the Central Government Authority is desirous that certain services should be executed by the Contractor, viz.:

HIRE OF CHAUFFEUR DRIVEN TRANSPORT FOR THE MEMBERS OF THE JURY AND OTHER TRANSPORT REQUIREMENTS AT THE COURTS OF JUSTICE

and has accepted a tender by the Contractor for the execution and completion of such services and the remedying of any defects therein.

It is hereby agreed as follows:

1. In this contract words and expressions shall have the meanings assigned to them in the contractual conditions set out below.
2. The following documents shall be deemed to form and be read and construed as part of this contract, in the following order of precedence:
 - (a) this Contract,
 - (b) the Special Conditions,
 - (c) the General Conditions,
 - (d) the Terms of Reference,
 - (e) the Contractor’s technical offer (Organization & Methodology) (including any clarifications made during adjudication),
 - (f) the Financial Offer (after arithmetical corrections)/breakdown,
 - (g) the Tender Form,
 - (h) any other documents forming part of the contract.

Addenda shall have the order of precedence of the document they are modifying.

3. In consideration of the payments to be made by the Contracting Authority to the Contractor as hereinafter mentioned, the Contractor undertakes to execute and complete the works and remedy defects therein in full compliance with the provisions of the contract.
4. The Contracting Authority hereby agrees to pay the Contractor in consideration of the execution and completion of the works and remedying of defects therein the amount of:

• Contract price (including VAT/other taxes): €.....

• Contract price in words:..... Euro

or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. VAT shall be paid in compliance with National Law (in particular the VAT Act 1998, the Act No X of 2003 and relevant Legal Notices).

5. The Contractor hereby agrees to submit a performance guarantee amounting to €..... equivalent to 10% of the contract value together with the signed contract.
6. In witness whereof the parties hereto have signed the contract. This contract shall take effect on the date on which it is signed by the last party.
7. The provisions of this contract are without prejudice to the obligations of the Central Government Authority in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). The Central Government Authority, prior to disclosure of any information to a third party in relation to any provisions of this contract which have not yet been made public, shall consult the contractor in accordance with the provisions of the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the Central Government Authority in terms of the Act.

Done in English in three originals: one for the Central Government Authority, one for the Contracting Authority, and one for the Contractor.

Central Government Authority:

Contractor:

Signed by:

Signed by:

.....

.....

In the capacity of:

In the capacity of:

.....

.....

Being fully authorized by and acting on behalf of

Being fully authorized by and acting on behalf of

.....

.....

Date:

Date:

VOLUME 2 SECTION 2 - GENERAL CONDITIONS

The full set of General Conditions for Supply Contracts (Version 1.04 dated 3rd December 2013) can be viewed/downloaded from:

www.contracts.gov.mt/conditions

It is hereby construed that the tenderers have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful tenderer/s.

VOLUME 2 SECTION 3 - SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

Article 2: Notices and Written Communications

2.1 The formal contact person for the Contracting Authority shall be:-

Director Support Services
Courts of Justice Department
Republic Street
Valletta

Tenderers may submit questions in writing to the Contracting Authority through:

- sending an email to tenders-courts.mjcl@gov.mt copied to raymond.scicluna@gov.mt

Questions and answers, and alterations to the tender document will be published as a clarification note on the website of the Ministry for Justice, Culture and Local Government <http://mjcl.gov.mt/en/ministry/tenders/>

Clarifications shall be uploaded and will be available to view/download from:
<http://mjcl.gov.mt/en/ministry/tenders/>

Article 5: Supply of Information

5.1 As per General Conditions.

Article 6: Assistance with Local Regulations

6.1 As per General Conditions.

Article 7: Obligations of the Contractor

7.8 The Contractor shall, within 15 days of receipt of the contract for signature, furnish the Contracting Authority with a guarantee for the full and proper performance of the contract. The amount of the guarantee shall be 10% of the estimated yearly contract sum, including any amounts stipulated in addenda to the contract. The performance guarantee shall be in the format available to download from www.contracts.gov.mt/etenders and shall be provided in the form of a bank guarantee.

Article 13: Medical, Insurance and Security Arrangements

13.1 As per General Conditions.

Article 15: Scope of the Services

15.1 The scope of the services is the HIRE OF CHAUFFEUR DRIVEN TRANSPORT FOR THE MEMBERS OF THE JURY AND OTHER TRANSPORT REQUIREMENTS AT THE COURTS OF JUSTICE as defined in Section 4 (Terms of Reference)

Article 16: Personnel and Equipment

- 16.6 Further to the provisions of the General Conditions, the Chauffeurs provided must be smartly dressed and wearing a tie. Considering the nature of the service being provided, confidentiality must be maintained throughout. This means that the particulars of passengers must not be divulged to third parties. Such breach of confidentiality is considered as a serious offence and criminal action may be taken against defaulters. The contracting authority reserves the right to request the police conduct at any time during the contract period.

Article 18: Execution of the Contract

- 18.1 The Contractor will be bound to provide the first transport service not later than 1 week from the date of the last signature of the contract by both parties
- 18.2 The commencement date shall be the date of the last signature of the contract by both parties and the period of execution of the contract will be for thirty-six (36) months with the possibility of an extension of another twelve (12) months if so required.
- 18.3 The extension may be requested in monthly periods and may be requested at the discretion of the Contracting Authority. The services provided during the extension of the contract should be provided by the Contractor at the same rates and conditions as those in force on the fourth year of the contract.

Article 19: Delays in Execution

- 19.1 The Contractor will be bound to deliver the first service not later than 1 week from the date of the last signature of the contract by both parties.
- 19.2 The amount of liquidated damages for every day, or part thereof, elapsing between the period of execution and the actual end of the period of execution is as per General Conditions.

Article 20: Amendment of the Contract

- 20.1 As per General Conditions.

Article 24: Interim and Final Progress Reports

- 24.1 Not applicable.

Article 26: Payments and Interest on Late Payment

- 26.1 This is a fee-based contract. Payments will be made in Euro

Payments shall be authorized by the Contracting Authority, and paid by the Treasury Department and will be effected to the nearest quarter of an hour of service provided.

Payments to contractor shall be made within 60 days from the receipt of the duly certified correct invoice.

In breach of this time limit, a Contractor would become entitled to the payment of 2% above the Central intervention rate as established by the Governor of the Central Bank of Malta in terms of the powers granted to him in part IIA of the Central Bank of Malta Act in force on the first calendar day of the half year during which interest becomes due.

If for some reason or other the contractor will not be in a position to provide the transport requirements, the Contracting Authority will have no alternative but to procure the transport

services from another supplier at the expense of the contractor. In procuring services from other contractors, the Contracting Authority is not bound by the rates offered by the contractor. In such cases the contractor will be liable to pay the rates offered in the procurement of such services from another contractor.

Article 27: Pre-Financing Guarantee

27.1 Not applicable.

Article 28: Audit Certificate

28.1 Not applicable.

Article 39: Further Additional Clauses

39.1 The contractor and his staff are bound not to divulge any information obtained in any way whether directly, indirectly, accidentally or otherwise during the performance of their duties.

VOLUME 2 SECTION 4 - SPECIMEN PERFORMANCE GUARANTEE

(LETTERHEAD OF THE REGISTERED FINANCIAL INSTITUTION PROVIDING THE GUARANTEE)

Director General
Courts of Justice Department
Republic Street
Valletta
Malta

[Date]

Dear Sir,

Our Guarantee Number for €.....
(10% of Contract Value)

Account: [Account Holder's Name]

In connection with the contract entered into between yourself on behalf of the Director General Courts of Justice Department and [Name and Address of Contractor] hereinafter referred to as "the Contractor" as per the latter's tender and your acceptance under DSS 65/2014 whereby the contractor undertook to provide transport for the members of the Jury At The Courts Of Justice in accordance with Article 11 of the Special Conditions the [works/services/supplies] as mentioned, enumerated or referred to in the Specification and/or Bills of Quantities forming part of the contract documents, we hereby guarantee to pay you on demand a maximum sum of €[amount in works and numbers] in case the obligations of the above-mentioned contract are not duly performed by the Contractor.

This guarantee will become payable on your first demand and it shall not be incumbent upon us to verify whether such demand is justified.

For avoidance of doubt it is hereby declared that although this instrument gives rise to legal relations between the guarantor and the beneficiary, it is hereby specifically declared for all intents and purposes of law that this guarantee does not exempt the above-mentioned Contractor from any obligations, acts of performance or undertaking assumed under the tender documents as ratified in the contract.

Any payments due to the contractor in respect of the obligations entered into under the contract above referred to shall be made through this Bank.

This guarantee expires on the [expiry date] and unless it is extended by us or returned to us for cancellation before that date any demand made by you for payment must be received in writing not later than the aforementioned expiry date.

This document should be returned to us on utilization or expiry or in the event of the guarantee being no longer required.

After the expiry date and in the absence of a written demand being received by us before such expiry date, this guarantee shall be null and void, whether returned to us or not, and our liability hereunder shall terminate.

This guarantee is personal to you, and is not transferable or assignable.

Yours Faithfully,

.....
[Signatory on behalf of Guarantor]

Volume 3 Section 1 - TERMS OF REFERENCE

1. Background Information

1.1 - Beneficiary Country

Malta

1.2 - Contracting Authority

Courts of Justice Department

1.4 - Relevant Country Background

The Law Courts

The Law Courts' mission is "to provide both the public and the judiciary effective and efficient services, structures and know-how to enable the public to understand, follow and be informed of the judicial processes in which they may be involved and to provide the judiciary with the necessary staff, tools and services in order that they may dispense justice properly and efficiently."

The Administration of the Courts of Justice is the responsibility of the Director General, but the legal responsibility for the implementation of judicial orders is placed on the Registrar of Courts. There is, consequently, a clear divide between administrative and legal roles.

The Registrar of the Courts is responsible for the registries and the officers attached to them, the filing and service of judicial acts, execution of executive titles, such as judgements, and warrants through Court appointed marshals, judicial sales by auction, trials by jury and other criminal court procedures.

The Courts of Justice cater for all civil and criminal proceedings. There are also ten Local Tribunals in Malta and Gozo which deal with depenalised offences.

The Courts of Justice Department

The Director General (Courts), who is appointed by the Prime Minister, is responsible for the administration of the Courts. He is assisted by the Registrar, Civil Courts and Tribunals, the Registrar Criminal Courts and Tribunals, the Director General (Gozo Courts and Tribunals), and the Director (Support Services).

The Director General (Courts) is responsible for the management and administration of the Courts of Justice Department, including the registries, archives and other services, and also heads this Department. All court officers performing duties in the Courts of Justice Department take their instructions from, and are answerable to, the Director General (Courts).

2. Contract Objectives and Expected Results

2.1 - Overall Objectives

The overall objectives of this contract will be the provision of the following service to the Courts of Justice Department:-

Hire of Chauffeur Driven Transport for :-

1. Members of the Jury,
 2. Chief Justices Emeritus,
 3. Members of the Judiciary as a substitute to transport arrangements currently in force.
- These services will only be required when reliever drivers directly employed by the Courts

- of justice are not available
4. Other trips as assigned by the Courts of Justice

All vehicles provided should be comfortable and air-conditioned

2.2 - Specific Objectives

The objectives of this contract is the provision of Hire of Chaffer Driven Transport as follows:

Chauffer Driven Transport for Members of the Jury:-

- 2.2.1 The provision of the following transport on the first day and the last day of each Jury.

A maximum of Four (4) in No. Chauffer driven cars four (4) passenger saloon.

Requests for such transport will be made by directly by the Deputy Registrar assigned with the Jury at least three days before the commencement of a Jury. **Such requests for transport may be cancelled on the first day of the jury.** Two juries may be held concurrently.

- 2.2.2 The provision of the following transport on the other days of the Jury (excluding first and last day)

One (1) in No. Chauffer driven 18 seater minibus.

Requests for such transport will be made directly by the Deputy Registrar assigned with the Jury at least three days before the commencement of a Jury. **Such requests for transport may be cancelled on the first day of the jury.** Two juries may be held concurrently.

Chauffer Driven Transport for Chief Justice Emeritus

- 2.2.3 One (1) in No. Chauffer driven car four (4) passenger saloon

Request for such transport will be made directly by the Chief Justice Emeritus himself. A list of Chief Justice Emeritus will be made available to contractor.

Chauffer Driven Transport for Members of the Judiciary

- 2.2.4 One (1) in No. Chauffer driven car four (4) passenger saloon

Request for such transport will be made directly by the Principal Security Officer of the Courts of Justice. Details of this officer will be made available to the successful tenderer

Chauffer Driven Transport for other trips as assigned by the Courts of Justice

- 2.2.5 One (1) in No. Chauffer driven car four (4) passenger saloon

Request for such transport will be made directly by the Director Support Services Courts of Justice or by the persons authorised by the Director Support Services. A list of authorised persons will be made available to the contractor.

2.3 - Results to be achieved by the Contractor

- The safe transport of passengers making use of such facilities
- Punctuality. It must be ensured that transport arrives in time at the indicated places
- The provision of clean, comfortable and air-conditioned vehicles
- Chauffeurs should be cordial, helpful and respect the rule of confidentiality

3.1 - Assumptions Underlying the Project

The Contractor is to be in possession of all valid licences, permits and comprehensive insurance for every vehicle, throughout the contract period, as required by the Laws of Malta (and/or issued by the Police Commissioner), as well as any licences or permits that may come into force during the contract period, to enable the Contractor fulfil the scope of this

contract.

3.2 - Risks

The Contractor is to keep in view the particular environment of the Courts of Justice. Any undue delays in the provision of the required transport will negatively impact the business process of the Law Courts.

The Contractor is to submit adequate contingency plans in the event of emergencies such as:

- a. industrial action effecting the Contractor's work force;
- b. break down of the public transportation system that may effect the ability of staff to arrive punctually to their place of work.

4. Scope of the Work

4.1 - General

4.1.1 *Project Description*

- The Contracting Authority will select a company or consortium which is in a position to provide the required Chauffeur driven transport and shall have the appropriate skills, experience, and human resources required to successfully carry out the task.
- The contractor shall be required to undertake the tasks and abide by the obligations as specifically detailed below.
- The Contractor shall appoint a contact person with whom we are to communicate for the provision of services on a 24/7 basis. The details of the contact person are to be submitted to the Director Support Services. Details including email address and mobile phone number are to be submitted upon award of contract.

4.1.2 Geographical area to be covered will be Malta and Gozo

4.2 - Specific Activities

4.2.1 *General*

The Contracting Authority is seeking the services of a company or consortium for the provision of chauffeur driven 4 seater saloon cars and 18 seater Minibus for a period of thirty six (36) calendar months, with a possible further extension of another twelve (12) months at the same rates and conditions of the last year of the contract. During the execution of the contract, no revision of rates may be allowed.

The Contractor is to provide a service that offers a high standards, punctuality and confidentiality.

The Contractor is expected to operate as requested by the Contracting Authority, and cover also Sunday, all Public and National holidays apart from weekdays.

The Contractor is to provide the required quantity of suitably vetted, thoroughly and appropriately trained and experienced drivers and the direct managerial/support/back office staff.

The works and responsibilities for this service are indicated in these Terms of Reference, and the approximate number of trips that would be required in a year are as follows:-

- Approximate Number of Juries in one year is 12. Such number of Juries would require an approximate number of 96 trips with 4 seater saloon car and an approximate number of 112 trips with 18 seater minibus.
- Approximate number of trips in one year for Chief Justice Emeritus with 4 seater saloon car is 170.
- Approximate number of trips in one year for Members of the Judiciary with 4 seater saloon car is 150

- Approximate number of trips as directed by the Director Support Services Courts of Justice with 4 seater saloon car is 20

Recapitulation:-Approximate number of trips required in one year is:-

- 436 trips with 4 seater saloon car
- 112 trips with 18 seater minibus

These figures are being disclosed at face value. These figures do not represent any forthcoming approximation of the service delivery being requested, and may increase/decrease in accordance to the future exigencies of the Contracting Authority

Drivers who are assigned duties with the courts of justice must be in possession of a **CLEAN** police conduct certificate

The responsibility for the health and safety of the Contractor's personnel shall remain with the Contractor.

4.2.2 **Responsibilities**

Employees of the contractor awarded the contract performing the services, are responsible to both their employers and the Contracting Authority.

On the other hand the Contractor is liable towards the Contracting Authority for any shortcomings that anyone of its employees may cause on the Courts of Justice or third parties. In this respect, the Contracting Authority reserves the right to seek compensation for any damages sustained, due to negligence and/or errors made by employees of the contractor.

4.2.3 **Uniform & General Appearance**

The Contractor is to provide at his own cost the necessary uniforms for the intended service delivery.

- Every driver on duty shall wear a full Company uniform which should be clean and smart at all times. An identification card is to be worn on the chest.
- The uniform has to be adequate for all seasons,.
- The uniform may have the Contractor's insignia

4.2.4 **Attitude**

It is essential that every driver on duty have a sense of responsibility, together with a positive attitude by:-

- keeping himself/herself smart and active
- projecting a pleasant personality, and a helpful and cordial attitude towards clients.

4.2.5 **Working Hours**

These services may also be required anytime during Sundays, as well as public and national holidays, and anytime during the week.

5. Training

5.2.1 **The provision of Training**

The Contractor/s shall be responsible for ensuring that each member of his staff is fully competent, trained, experienced and certified to carry out their particular tasks and demonstrate flexibility consistent with the exigencies of the Contracting Authority.

5.2.2 **Specific Training**

Specific training related to the service provided to the Contracting Authority's (if required) will be provided by the contractor at his own expense.

6. Reports

6.1 Reports

All trips are to be logged and a log book kept to be made available on request by the Contracting Authority

The Contractor is expected to include these details when submitting invoices for settlement by the courts of justice.

6.2 Incident Reporting

All incidents must be reported in writing on the same day of the incident's occurrence to the Director Support Services Courts of Justice or his nominated delegate/official.

VOLUME 3 SECTION 2 - TENDERER'S TECHNICAL OFFER (ORGANIZATION & METHODOLOGY)

To be completed by the tenderer

1. RATIONALE

- Any comments on the Terms of reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. **Any comments contradicting the Terms of reference or falling outside their scope will not form part of the final contract**
- An opinion on the key issues related to the achievement of the contract objectives and expected results
- An explanation of the risks and assumptions affecting the execution of the contract

2. STRATEGY

- An outline of the approach proposed for contract implementation
- A list of the proposed activities considered to be necessary to achieve the contract objectives
- The related inputs and outputs
- In the case of a tender being submitted by a consortium, a description of the input from each of the consortium partners and the distribution and interaction of tasks and responsibilities between them
- A description of the support facilities (back-stopping) that the team of experts will have from the contractor during the execution of the contract
- A description of sub-contracting arrangements foreseen, if any and within the limit indicated in Note 3 in Section A of Volume 1 Section 2 - Tender Form, with a clear indication of the tasks that will be entrusted to a sub-contractor and a statement by the tenderer guaranteeing the eligibility of any sub-contractor

3. TIMETABLE OF ACTIVITIES

- The timing, sequence and duration of the proposed activities, taking into account mobilisation time
- The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of reference

VOLUME 4 - FINANCIAL BID

Breakdown of Costs

Tender Title: HIRE OF CHAUFFEUR DRIVEN TRANSPORT FOR THE MEMBERS OF THE JURY AND OTHER TRANSPORT REQUIREMENTS AT THE COURTS OF JUSTICE

Advert Number: DSS 65/2014

The word year below has the meaning of a period of 12 months. The approximate number of hours have been calculated on the approximate number of trips as indicated at Volume 3 Section 1 - TERMS OF REFERENCE Paragraph 4.2 Specific Activities, multiplied by 1.5 hours. The number of hours are being disclosed at face value. These figures do not represent any forthcoming approximation of the service delivery being requested, and may increase/decrease in accordance to the future exigencies of the Contracting Authority

Description	Hourly Rate inclusive of VAT Amount in Euro (€)	Approximate No of Hours annually	Hourly Rate in Column A multiplied by Column B. Amount in Euro (€) inclusive of VAT Column C
	Column A	Column B	Column C
First Year			
Chauffer driven 4 passenger saloon. Hourly rate per trip.	€ _____ Amount in words:	654	
Chauffer driven 4 passenger saloon. Hourly rate for waiting time. *	€ _____ Amount in words:	96	
Chauffer driven 18 seater minibus. Hourly rate per trip. *	€ _____ Amount in words:	168	
Chauffer driven 18 seater minibus. Hourly rate for waiting time. *	€ _____ Amount in words:	112	
	Total First Year		

Description	Hourly Rate inclusive of VAT Amount in Euro (€)	Approximate No of Hours annually	Hourly Rate in Column A multiplied by Column B. Amount in Euro (€) inclusive of VAT Column C
	Column A	Column B	Column C
Second Year			
Chauffer driven 4 passenger saloon. Hourly rate per trip.	€ _____ Amount in words:	654	
Chauffer driven 4 passenger saloon. Hourly rate for waiting time. *	€ _____ Amount in words:	96	
Chauffer driven 18 seater minibus. Hourly rate per trip. *	€ _____ Amount in words:	168	

Chauffer driven 18 seater minibus. Hourly rate for waiting time. *	€ _____ Amount in words:	112	
	Total Second Year		

Description	Hourly Rate inclusive of VAT Amount in Euro (€) Column A	Approximate No of Hours annually Column B	Hourly Rate in Column A multiplied by Column B. Amount in Euro (€) inclusive of VAT Column C
Third Year			
Chauffer driven 4 passenger saloon. Hourly rate per trip.	€ _____ Amount in words:	654	
Chauffer driven 4 passenger saloon. Hourly rate for waiting time.	€ _____ Amount in words:	96	
Chauffer driven 18 seater minibus. Hourly rate per trip.	€ _____ Amount in words:	168	
Chauffer driven 18 seater minibus. Hourly rate for waiting time.	€ _____ Amount in words:	112	
	Total Third Year		

Total cost of tender

Total Amount transferred from Column C above	Amount in Euro (€) inclusive of VAT
Total First Year	
Total Second Year	
Total Third Year	
Total Cost of Tender	

Total cost of tender to be written at VOLUME 1 SECTION 2 - TENDER FORM paragraph C 3

Signature:
(the person or persons authorised to sign on behalf of the tenderer)

Date: