

Notice Number MCST 06/2009
Closing Date **1200 hours on Tuesday 30th June 2009**
Date of Publication Tuesday 9th June 2009

**Provision of Project Management Services
to the Malta Council for Science and Technology**

Invitation to Tender

June 2009

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01. Introduction

01.1 Objective

The Malta Council for Science and Technology (MCST) invites suitably qualified individuals and organisations to submit proposals for the provision of **Project Management Services** to the MCST. Further details regarding the required services and terms of engagement are provided in Section 2 of this document.

01.2 Contracting Authority

The contact details for matters relating to this ITT are as follows:

The CEO,
Malta Council for Science and Technology
Villa Bighi, Bighi KKR 1320
Malta
Telephone: +356 2360 2118
Fax: +356 2360 2140

01.3 MCST Rights and Reservations

The MCST:

1. reserves the right to cancel this ITT process without incurring any penalty or cost;
2. may, at its own discretion, decide not to select any proposal or not to award any Contract even the most advantageous offer;
3. reserves the right not to consider offers that have missing mandatory information;
4. may disqualify the Bidder if he or she does not abide by the instructions in this document.

01.4 Clarifications and Addenda

1. A Bidder requiring clarification or interpretations of the ITT document should do so in writing. The written request should reach The CEO, MCST at least four (4) days prior to the closing date of receipt of the tenders. Any request after this date will not be accepted.
2. Any interpretations, corrections or changes to the ITT document by the CEO, MCST, will be made by official addenda. Interpretations, corrections or changes made in any other manner will not be valid, and Bidders shall not rely upon such interpretations, corrections and changes.
3. No addenda shall be issued later than six (6) days prior to the last date of receipt of responses with the exception of an addendum postponing the closing date of receipt of responses or notice of withdrawal of this ITT.
4. Each Bidder shall ascertain, prior to submitting the response, that he or she has received all addenda issued and shall acknowledge their receipt in his or her response.

Clarifications and addenda will be notified through the website: <http://www.mcst.gov.mt>.

01.5 Eligibility

Bidding will be open to both individuals and organisations. In the latter case, the submission must include named individuals who are being nominated to provide the service and any eventual selection shall be linked to those particular individuals.

01.6 Response

Interested bidders are requested to submit their responses using the form in Appendix A together with the following supporting documentation:

- A Curriculum Vitae (EU format);
- Photocopies of tertiary qualifications;
- Any other supporting documentation the Bidder believes is relevant.

Incomplete or incorrectly filled in forms will be disqualified.

01.7 Submissions

Each submission must be presented in the form of **one** (1) printed copy. Information supplied by the Bidder in response to this tender will be treated as confidential and all materials provided by the Bidder are non-returnable.

The closing date and time for the submission of responses to this Invitation to Tender (ITT) is **1200 hours (noon)** Malta time on **Tuesday 30th June 2009**. Responses and any related supplementary information are to be drawn up in English ONLY and should be clearly marked:

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The submissions are to be deposited in the tender box between the hours of 0900 and 1700 at the address indicated above. Late submissions will not be considered.

01.8 Grounds for Disqualification

The MCST may at its discretion disqualify a submission on one or more of the following grounds. If the Bidder:

- a) is bankrupt, or is being wound up, or whose affairs are being administered by the court, who has entered into an arrangement with creditors or who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
- b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations;
- c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of *res judicata* in accordance with the laws of Malta;
- d) has been declared guilty of grave professional misconduct proven by any means which the MCST can demonstrate;
- e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of Malta or the country in which he is resident;
- f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of Malta or the country in which he is resident;
- g) is guilty of misrepresentation in supplying the information required under this contract notice or has not supplied such information.

01.9 The Evaluation Methodology

The entire evaluation procedure is confidential and the Evaluation Committee meetings will be held in closed session. The members of the Evaluation Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only and may not be communicated either to the Bidders or to any party.

01.10 Publication of Results

Once the CEO approves the recommendations made by the Evaluation Committee, the MCST will advise all Bidders of the result of the evaluation.

In line with Public Contracts Regulations, a period of three working days shall be allowed to provide for any possible appeals to be made before the next stage of the process can be proceeded with.

01.11 Right of Recourse

This ITT is being published and awarded subject to the Right of Recourse procedure as set forth in the Public Contracts Regulations 2005 as amended by Legal Notice No. 410 of 2007. A copy of the relevant Section 20 of these regulations is being included as Appendix C of this document.

01.12 Arbitration

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the rules of the Malta Arbitration Centre as at present in force.

01.13 Data Protection Clause

The information collected on this form shall be processed in accordance to the Data Protection Act 2001. The contents of this document are confidential (Public Contracts Regulations Subsidiary Legislation paragraph 44) and intended solely for the use of this ITT process, and will not be disclosed or copied without the Bidder's consent to anyone outside the Government of Malta unless the law permits us to do so.

02. Requirements

02.1 Malta Council for Science and Technology Profile

The Malta Council for Science and Technology (MCST) was established in 1989 to provide advice on Science and Technology Policy to the Government of Malta. Its current responsibilities are as follows:

- to provide policy advice to the government on Science, Technology, Research and Innovation Policy;
- to promote the EU Framework Programme for Research (FP7) in Malta;
- to manage the local Research & Innovation (R&I) funding programme;
- to promote scientific culture across all age groups.

Besides the performance of its core responsibilities, the MCST regularly engages in projects and activities funded by the EU in support of its mandate, and is often requested to provide reports, information and statistics related to its area of competence.

02.2 Required Services

The MCST is a partner in several FP7 projects, most of which are focused on networking, policy or international cooperation. The MCST is seeking, through this tender, to identify an individual or organisation to assist its staff in the management and monitoring of the projects it is involved in.

As the owner and manager of the national R&I funding programme, the MCST is responsible for ensuring that projects funded through this programme are managed in accordance with relevant regulations, and that the activities undertaken and results achieved are in accordance with those proposed in the original project proposal. The MCST is seeking, through this tender, to identify an individual or organisation to assist it in reviewing the R&I projects.

The selected contractor will have the following responsibilities:

1. to provide assistance to MCST staff in the management and monitoring of FP7 projects in which it is participating;
2. to assist MCST staff in monitoring projects funded through the national R&I programme.

02.3 Terms of Engagement

It is the intention of MCST to engage an individual to work between 4 and 8 hours per week during office hours from MCST premises to provide the required services.

The contractual agreement will be a 'Contract for Service' type of contract and not an employment contract. The engagement will be on the following basis:

The engagement will be for an initial period of one year, renewable on an annual basis at the discretion of the MCST for a maximum total duration of four years;

02.4 Required Qualifications and Experience

The MCST is looking for individuals with the following qualifications, competencies, skills, knowledge and experience:

1. A recognised first degree in the natural sciences, engineering, ICT or a related discipline;
2. At least three years project management work experience in the area of science or technology;
3. Good working knowledge of both English and Maltese;
4. Good writing skills.

Applicants may be requested to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC)

02.5 Charges

Bidders are invited to quote for their charges subject to a maximum rate of €15 / hour inclusive of VAT.

02.6 Evaluation Criteria

Evaluation of tender submissions will be on the basis of the criteria listed below. In the case that the Bidder is an organisation (as opposed to an individual), the evaluation will be carried out on the merits of the nominated individual and not on the merits of the organisation.

The evaluation criteria are:

Criterion	Weighting
• Qualifications above minimum requirements	20
• Relevant Work Experience	50
• Quoted price	30

The MCST reserves the right to introduce additional evaluation procedures including but not limited to interviews and psychometric tests.

Appendix A –Tender Response Form

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Section 1 - Organisation Details (if applicable)

Guidance note: this section should only be filled in if the submission is being made by an organisation. In the case of a submission by an individual in his or her own capacity, do not fill in this section..

Organisation Name	
Registered Address	
Local Address (if different from above)	
Year organisation was founded	
Website address:	
Name of contact person	
Position of contact person	
Email address of contact person	
Telephone Number(s):	

Section 2 – Individual Details

Guidance note.

- 1. In the case of a submission by an **individual** in his or her own capacity, kindly include your details in this section.*
- 2. In the case of a submission by an **organisation**, this section should include the details of the individual or individuals being nominated to provide the required services. Kindly note that the address and VAT number are not required in this case.*

Name & Surname	
Address	
ID Number	
Telephone Number(s):	
e-Mail address	
VAT Number	

Section 3 – Charges

Kindly indicate the proposed charges inclusive of VAT.

Hourly rate	€
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Section 4 – Relevant Work Experience

Guidance note: In this section kindly submit details on your experience which is relevant to the subject of this tender. This section should be approximately 100 – 500 words in length.

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Section 5 – List of enclosed documents

1	Curriculum Vitae
2	Photocopies of tertiary qualifications
3	Other relevant information
4	Other relevant information

Section 6 – Excluding Circumstances

Statement on Excluding Circumstances of Regulation 49 of Public Contracts Regulations 2005

Please tick Yes or No as appropriate to the following statements relating to the current status of your organization:

1. The tenderer is bankrupt or is being wound up; or whose affairs are being administered by the court, who has entered into arrangement with creditors or who has suspended business activities or who is in any analogous situation arising from a similar procedure under national law and regulations.
[YES] [NO]
2. The tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court for an arrangement with creditors or of any other similar proceedings under national laws or regulations.
[YES] [NO]
3. The tenderer has been convicted of an offence concerning professional conduct by a judgment which had the force of *res judicata* in accordance with the laws of Malta.
[YES] [NO]
4. The tenderer has been declared guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate.
[YES] [NO]

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organization being excluded from participation in future tenders.

Name of individual/company director

.....

Signature

.....

Date

.....

Appendix B – MCST Tender Regulations

MCST issues tenders in line with the Legal Notice of 2005 on Public Procurement Regulation

- 1 MCST is not bound to accept the lowest or any tender.
- 2 MCST reserves the right of accepting any tender wholly or in part, or of dividing the contract among two or more Bidders.
- 3 Any soliciting will render the Bidder'(s) proposal invalid. If evidence of canvassing is discovered after award of tender, MCST shall be entitled to cancel any agreement or contract with the offending Bidder. The Bidder will also be liable for any damages incurred by MCST directly arising from such a cancellation.
- 4 The tender will be conducted in English, and all documentation and correspondence will be in ENGLISH ONLY.
- 5 During the tender evaluation, the Bidder may be asked to supply further clarification to his proposal and any additional documentation relating to his solution.
- 6 Bidders are required to provide upon request a certificate issued by the Employment and Training Corporation, indicating the number and details of employees duly registered with the Corporation. In those cases where Bidders intend to sub-contract part of the works, they shall, upon request, produce an authentic certificate from ETC indicating the respective Registration number of the nominated sub-contractors. Any Bidder or sub-contractor who fails to provide the required certificate when requested to do so, will not be eligible for the award of the contract.

With regard to supply contracts, MCST reserves the right to request the submission of the ETC Certificate, prior to the award of the contract, in respect of that part of the contract which may involve local labour (for example, installation, commissioning or maintenance). This will apply also in those cases where the Bidder is a foreign firm that intends to utilise local sub-contracting for the elements of the contract just mentioned. The proviso in the last sentence of the preceding paragraph shall also apply in such cases.

- 7 Bidders shall bear all costs associated with the preparation and submission of their tender and any costs incurred in preparing subsequent presentations or attendance at same. MCST shall not be responsible or liable for any costs or expenses regardless of the conduct or outcome of the tender process.
- 8 Bidders are expected at all times to honour their commitment if awarded the contract. Performance monitoring of the contract will influence the adjudication of future tenders.

Appendix C – Right of Recourse Procedure

COPY OF PARAGRAPH 20 OF PUBLIC CONTRACT REGULATIONS, 2005 FOR THE GUIDANCE OF TENDERERS.

RIGHT OF RECOURSE

1. Where the estimated value of the public contract exceeds €12,000 but not €47,000 and is issued by a Local Council or by an authority listed in Schedule 2, any interested economic operator shall have a right to make a complaint to the General Contracts Committee in accordance with the procedure laid down in these regulations.
2. 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.
3. Any interested economic operator who may be aggrieved by the award shall, within three working days from the publication of the notice, file a letter of objection, together with a deposit of €230, with the contracting authority, clearly setting forth any reason for his complaint. 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. The contracting authority shall be precluded from concluding the contract during the period allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.
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 Director of Contracts.
5. The Director of Contracts shall refer the case to the General Contracts Committee which shall examine the matter in a fair and equitable manner and determine the complaint by upholding or rejecting it. The written decision of the General Contracts Committee shall be affixed on the notice board of the contracting authority and copies thereof shall be forwarded to all the parties involved.
6. In its deliberation the Committee shall have the authority to obtain in any manner it deems appropriate, any other information not already provided by the contracting authority. The General Contracts Committee's decision shall be final and binding on the contracting authority and the interested economic operator who shall not be afforded any further recourse.
7. 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.
8. The Minister shall have the authority to order by legal notice, 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.