

Our Ref: CPSU 2568/20

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Request for Participation (Negotiated) for the Outsourcing of Swabbing Centres

1. Introduction

The Central Procurement and Supplies Unit (CPSU) within the Ministry for Health (MFH) wishes to identify economic operators interested in providing Swabbing Services for a period of three (3) months renewable for a further period of three (3) months.

2. Terms of Reference

Negotiations will be undertaken only with eligible candidates who can provide Swabbing Services through a drive-in system of patients referred through the Health Authorities in terms of the following specifications as from Monday 10th August 2020:

- To operate 7am to 7pm Monday to Saturday
- All HR to be provided by supplier
- PPE and all materials required to be provided by supplier
- Swabs will be provided by Ministry for Health
- Transportation of swabs to Laboratory to be provided by supplier in mid-day and at end of day
- Syringe and transport appropriacies to swab provided
- Swabbers need to be registered health care professionals
- Supplier to provide training to swabbers
- Supplier needs to have a licence to operate a hospital
- Set up to link to health authorities IT system
- Registration of patients to be swabbed in accordance with protocols
- Appointment set by health authorities
- Health authorities reserve the right to inspect and audit the system

The remuneration for the provision of this service is ten Euro (€10) including VAT per patient swabbed and inclusive of all charges and taxes applicable. No overheads to be added.

Other Conditions

- The Ministry for Health reserves the right to use the contract when the need arises and according to the exigencies.
- The Contracting Authority reserves the right to refuse any or all of the offers, including the most advantageous.
- The Contracting Authority reserves the right to award the contract to more than one service provider.

3. Instructions to interested parties

Requests for participation shall at least include the following information:

- Full name of the Service Provider and any company/individuals forming part of it;
- Address of Service Provider and any company/individuals forming part of it;
- Full name and address of contact person;
- Contact Telephone Number/Mobile Number with country code;
- E-mail Address;
- VAT number;

Submissions must be provided in Word, Excel, pdf or jpg formats. No links are to be provided for Technical Specifications. These should be attached with the offer. Other formats will NOT be considered.

Please note that ALL submissions/documentation must include the Reference number. In cases where this information is not included the Contracting Authority reserves the right NOT to consider the submission.

4. Submissions

Requests for Participation should ONLY be submitted through negotiation.cpsu@gov.mt by **1700hrs on Friday 7th August 2020**. Submissions submitted through other emails will not be considered.

5. SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions (Clause 9 below) 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

- 2.2 Any written communication relating to this contract must be sent by post, e-mail, or by hand to:

Contracting Authority:
Central Procurement and Supplies Unit
UB002, Industrial Estate
San Gwann SGN 3000
Malta

Email: negotiation.cpsu@gov.mt

Contact details will be provided by the Contracting Authority on signing of contract. All official communications shall be performed through traceable means.

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

As per general conditions. Performance guarantee not applicable

Article 13: Medical, Insurance and Security Arrangements

- 13.3 As per general conditions

Article 14: Intellectual and Industrial Property Rights

- 14.3 Not applicable

Article 15: Scope of the Services

- 15.1 The scope of the services is defined in the Terms of Reference.

Article 16: Personnel and Equipment

16.3 As per General Conditions.

Article 18: Execution of the Contract

18.1 This contract is to commence from the last date of the signing of the contract.

Article 19: Delays in Execution

19.2 As per General Conditions.

Article 20: Amendment of the Contract

20.5 Modifications to the contract shall be up to a maximum of 50% of the awarded contract value. The prerogative to order such modifications shall vest in the Contracting Authority and if not used the Contractor shall have no claim against the Contracting Authority.

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.

The service provider shall submit an invoice each month indicating the procedures carried out. The invoices presented shall be subject to certification by the Contracting Authority. Payment will be made to the service provider by the Contracting Authority within sixty (60) days after certification of any invoice presented.

26.2 Payments are to be effected within a maximum of sixty (60) days, failing which the provisions of the Late Payments Directive will come into effect.

Article 27: Pre-Financing Guarantee

27.2 Not applicable.

Article 28: Audit Certificate

28.4 As per General Conditions.

6. General Conditions of Contract

The full set of General Conditions for Services Contracts (Version 2.3) can be viewed/downloaded from the 'Resources Section' at: www.etenders.gov.mt

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.