

Call for Quotations – Provision of Medical Services

Ref: CFQ/FES/010/2022

The Foundation for Educational Services (FES) is currently collecting quotations for the provision of medical services.

1. Background

The FES is a public entity within the Ministry for Education, Sport, Youth, Research and Innovation. It facilitates the link between formal and informal teaching on a national level by providing a range of innovative educational initiatives.

2. The Deliverables

The service provider is to ensure that a doctor visits the employees reporting sick as indicated by the FES Head Office and issues a report accordingly. Visits of employees reporting sick have to be done around all Malta and Gozo. The service is being requested for employees reporting at the FES Head Office, FES Child Care Centres, Klabb 3-16 Centres and Skolasajf.

On a daily basis by 10:00am, the service provider will receive, from the FES Head Office, a list of persons (including name, surname, address and telephone/mobile number) to be visited for purpose of sickness verification which is to be conducted on same day between 10:30am and 6:00pm. In return the service provider is to draw up a report or certificate about each person visited. This should include (but not limited to):

- a) date of visit,
- b) name, surname and ID of the employee visited,
- c) address,
- d) diagnosis (if consent is provided by the patient),
- e) number of days,
- f) details of doctor making the diagnosis.

Reasonable time is to be allowed to enable the employee to answer the door. In the event of an employee not answering the door the verifying doctor is to try to contact the employee concerned by telephone. No other party is to try to contact the employee concerned. If there is no reply or the employee confirms that she/he is not at home, the verifying doctor is to leave a notice, a copy of which is to be forwarded to FES together with the report of the visit within 24 hours. Reports can be sent by email to the HR Unit. In cases of discipline initiated by the FES against sick leave defaulters, the verifying doctor may be asked to attend disciplinary hearings as a witness at no extra cost.

A contract will be awarded and shall be valid for a period of one (1) year or by when the threshold of €2,000 excl. VAT is reached.

3. General Information

Any communication requesting further information on the required services to be provided or on the proposal itself shall be made in writing via email no later than three days before the closing date stipulated above and forwarded to procurement.fes@gov.mt. FES shall answer all queries in writing. FES shall not be responsible for the payment of any expenses incurred by any person/s or organisation in the preparation and submission of this proposal.

The quotation must be submitted by not later than the Friday 17th June 2022. FES may invite Proposers to supplement or clarify documents they submit. All information provided by the Proposer will be treated as strictly confidential. Late submissions will not be considered.