

Call for Quotations - Provision of Architectural Consultancy Services by a Warranted Perit

Ref: RFQ/FES/010/2021

The Foundation for Educational Services (FES) is requesting quotations for the provision of architectural consultancy by a warranted Perit.

Interested applicants are invited to submit their quotation for the provision of these services. The term 'Proposer' shall be construed to mean the person/s or organisation submitting proposal to the FES.

1. Background

The FES is a public entity within the Ministry for Education. It facilitates the link between formal and informal teaching on a national level by providing a range of innovative educational initiatives. The Foundation operates 13 Child Care Centres, and 30 Klabb 3-16 which in summer increase to approximately 60 centres.

2. The Deliverables

The role of the warranted Perit shall be:

- To prepare specifications for request for quotations/tenders related to the execution of works. Managing and supervision of these contracts needs to take place where applicable.
- To provide assistance in the evaluation of quotations/tenders received and participate in their evaluation and adjudication.
- To ensure that the Contractor carrying out the works complies with the contract provisions.
- To evaluate and certify the work undertaken and the correctness of the amount due and that the work complies with the relevant contract provisions.
- To certify the partial or full completion of works.
- To prepare designs, plans, drawings, applications, reports and any other work that may be required.
- To carry out inspections in any of the FES premises and give advice as required.
- To attend any meetings to provide professional input, as required.

3. Eligibility Criteria

The Appointee must be either:

A person in possession of a warrant to practice in Malta,

or

An organisation which can appoint person as a representative and for which it would be directly responsible, meeting the above requirements.

4. Contents and Submission of the Quotation

The documentation to be submitted by the Proposer:

- a) detailed CV clearly indicating warrant number;
- b) copies of certifications;
- c) evidence of previous experience if applicable.

In case of an organisation applying:

- a) general description of the services offered;
- b) detailed company profile;
- c) detailed CV of the person that will be appointed to work on this project;
- e) copies of certifications;
- f) evidence of previous experience if applicable.

The award criteria for this Call for Quotations is the Price. Offers are to be given as a rate per hour of service provided, excluding VAT.

The contract of service will be awarded for a duration of 2 years or until the total value of €5,000.00, excluding VAT is reached, depending which comes first. Therefore, the number of hours the contract will cover will depend on the hourly rate offered by the successful bidder.

The quotation must be submitted by not later than Friday 29th October 2021. FES may invite Proposers to supplement or clarify documents they submit.

Late submissions will not be considered.

Interested bidders are to submit their quotation via email to: procurement.fes@gov.mt. All submissions will be acknowledged.