Call for Quotations – Provision of Aluminium Repair Services

Ref: CFQ/FES/009/2026

The Foundation for Educational Services (FES) is hereby requesting quotations for the provision of **Aluminium Repair Services**. The selected applicant shall provide the service on a **self-employed** basis and shall be required to provide support to the entity's Head Office, Childcare Centres, Klabb 3-16 Centres and Skolasajf Centres.

The selected applicant herein afterwards referred to as 'service provider', shall be subject to standards of performance and expected outputs during the contract period, and unsatisfactory performance may lead to termination of the contract according to established procedures and good practice.

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. Duration of the Contract & Payment Terms

2.1 The services will be provided on contract for a period of one year.

2.2 The service will be required whenever an issue related to aluminium repair crops up within our centres. The operational hours of our centres are as follows:

- Childcare Centres: from 07:30 to 16:00
- Klabb 3-16 Centres: from school dismissal time (approx. 14.30) to 18:00
- Klabb 3-16 Centres (Scholastic Holidays including SkolaSajf period): From 07.00 till 17.30
- SkolaSajf Centres: From 08.30 till 12.30

The Scholastic Holiday dates and the SkolaSajf period shall be communicated closer to date.

FES shall be providing the serviced provider with a job sheet which shall be signed by the centre coordinator upon job completion.

2.3 The contract period shall commence on the last date of signature of the contract agreement, or the commencement order date issued by the Contracting Authority whichever is the latest.

2.4 The service provider shall be held responsible, as applicable, to settle any dues in the form of taxes and/or other contributions arising out of and related to this contract agreement and this

in accordance with the prevalent legislation in Malta. The service provider is responsible to pay social security contributions, income tax, VAT and any other dues/taxes that may be applicable.

2.5 Payment by the Contracting Authority for the contracted service shall be made in arrears every end of month upon presentation of an invoice issued, duly signed by the service provider which shall be certified correct by an FES representative approving that the work/s has been carried out.

2.6 The FES reserves the right to annul the Call For Quotation procedure and reject all expressions without thereby incurring any liability to the affected applicants. In so doing the Contracting Authority shall not be liable to provide any reason whatsoever.

3. Termination of Services

3.1 The Contracting Authority reserves the right to terminate this contract with a one week's notice prior to the termination of the contract period, without having to provide any justification.

3.2 If the Service Provider terminates his/her service other than as stipulated within this agreement, he/she is obliged to provide a week's notice. Failure to provide a week's notice the Service Provider would be liable to pay as liquidation damages the equivalent of one week's payment.

4. Services required

4.1 The services required by the service provider shall include but not exclusively limited to the following:

a) Window & Door Repairs – Fix frames, locks, hinges, and seals.

b) Sliding Door & Window Tracks – Fix tracks and replace rollers.

c) Structural Repairs – Repair gates, fences, railings, and panels.

d) Roofing & Guttering – Repair leaks and replace damaged sheets.

e) Instalment and Manufacturing of Aluminium

5. Eligibility requirements

5.1 The service provider applicable must :

a) Possess a good command of the Maltese and/or English language, both in reading and writing.

b) Provide evidence of not less than 5 years' experience in Aluminium repair service.

c) Valid Driving Licence (B).

6. Application procedure

6.1 Applications are to be sent via email on procurement.fes@gov.mt quoting the Reference Number stipulated above and including the following documentation:

- a detailed CV.
- Quotation to be submitted based on a rate per hour basis. Rate is to be exclusive of VAT

6.2 Deadline for submission is **Tuesday 24th of November 2026 by noon**. Late submissions shall not be accepted. Any other method of submission shall NOT be accepted.

6.3 Contract will be awarded based on cheapest compliant quotation and shall be valid for a period of one (1) year or by when the threshold of €4,999 excl. VAT is reached.

Sejħa għal Kwotazzjonijiet– Proviżjoni għas-Servizz ta' Tiswija t' Aluminium

Ref: CFQ/FES/009/2026

Il-Fondazzjoni għal Servizzi Edukattivi (FES) qiegħda titlob kwotazzjonijiet għall-għoti ta' Servizzi Aluminium Repairer. Il-persuna magħżula għandha tipprovdi s-servizz fuq bażi self-employed u tkun meħtieġa li tipprovdi sapport lill-Uffiċċju Prinċipali tal-FES u ċ-ċentri ta' Childcare, Klabb 3-16 u Skolasajf li jaqgħu taħtha.

Il-persuna li tapplika, minn hawn 'il quddiem, hekk imsejħa "provditur tas-servizz", tkun suġġetta għal evalwazzjoni tal-prestazzjoni matul il-perjodu tal-kuntratt. Prestazzjoni mhux sodisfaċenti tista' twassal li l-kuntratt jiġi terminat skont il-proċeduri u prattiċi stabbiliti.

1. Sfond

1.1 L-FES hija entità pubblika fi ħdan il-Ministeru għall-Edukazzjoni l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni. Hija tiffaċilita l-konnessjoni bejn it-tagħlim formali u informali fuq bażi nazzjonali permezz ta' firxa wiesgħa ta' inizjattivi edukattivi.

2. Perjodu tal-Kuntratt u t-Termini tal-Ħlas

2.1 Is-servizz ser jingħata b'kuntratt għal perjodu ta' sena.

2.2 Is-servizz ikun meħtieġ kull meta tinqala' ħsara relatata ma' xogħol tal-aluminju fiċ-ċentri tagħna. Il-ħinijiet tal-ftuħ taċ-ċentri huma dawn:

- Ċentri Childcare: mis-07:30 sal-16:00
- Ċentri Klabb 3-16: mill-ħin tal-għeluq tal-iskola (madwar 14.30) sas-18:00
- Ċentri Klabb 3-16 (vaganzi skolastiċi inkluż il-perjodu ta' SkolaSajf): mis-07.00 sal-17.30
- Iċ-ċentri ta' SkolaSajf: mit-08.30 san-12.30

Id-dati tal-vaganzi skolastiċi u l-perjodu ta' SkolaSajf jiġu kkomunikati aktar 'il quddiem.

Il-FES għandha tipprovdi lill-provditur tas-servizz b'job sheet li għandha tiġi ffirmata mill-koordinatur taċ-ċentru mat-tlestija tax-xogħol rikjest.

2.3 Il-perjodu tal-kuntratt għandu jibda fl-aħħar data tal-iffirmar tal-ftehim tal-kuntratt, jew meta tinħareġ il-commencement order mill-FES, skont liema jiġi l-aħħar.

2.4 Il-provditur tas-servizz għandu jinżamm responsabbli, kif applikabbli, li jħallas kull forma ta' taxxi u/jew kontribuzzjonijiet oħra li joħorġu minn u li għandhom x'jaqsmu ma' dan il-ftehim ta' kuntratt u dan skont il-leġislazzjoni prevalenti f'Malta. Il-provditur tas-servizz huwa responsabbli li jħallas kontribuzzjonijiet tas-sigurtà soċjali, taxxa fuq id-dħul, VAT u kull dritt/taxxa oħra li tista' tkun applikabbli.

2.5 Il-ħlas mill-FES għas-servizz kuntrattat għandu jsir b' lura kull l-aħħar tax-xahar mal-preżentazzjoni ta' fattura maħruġa, debitament iffirmata mill-provditur tas-servizz li għandha tiġi ċertifikata korretta minn rappreżentant tal-FES li japprova li x-xogħol/I jkun sar.

2.6 Il-FES tirriżerva d-dritt li tannulla din is-sejħa u tirrifjuta s-sottomissjonijiet kollha mingħajr ma tinżamm responsabbli mill-applikanti affettwati. F'dan il-każ l-FES mhix obbligata tagħti l-ebda raġuni għal din id-deċiżjoni.

3. Terminazzjoni tas-servizz

3.1 L-FES tirriserva d-dritt li ttemm dan il-kuntratt qabel iż-żmien, wara li tingħata ġimgħa avviż minn qabel, mingħajr il-bżonn ta' ġustifikazzjoni.

3.2 Jekk il-provditur tas-servizz itemm is-servizzi tiegħu mhux kif stipulat f 'dan il-ftehim, huwa obbligat li jipprovdi avviż ta' ġimgħa. Jekk ma jingħatax dan l-avviż, il-provditur tas-servizz jinżamm responsabbli li jħallas id-danni ekwivalenti ta' ġimgħa ħlas.

4. Servizzi meħtieġa

4.1 Is-servizzi meħtieġa għandhom jinkludu iżda mhux esklussivament limitati għal dawn li ġejjin:

a) Tiswijiet ta' twieqi u ta' bibien – twaħħil ta' frames, serraturi, ċappetti, u seals.

b) Sliding Doors/Windows – issettjar tal-binarji u tibdil tar-rombli.

c) Tiswijiet strutturali fuq gradi, xbieki, railings, u panels.

d) Soqfa u Gutters – Tiswijiet fejn ikun hemm dħul ta' ilma u tibdil ta' folji bil-ħsara.

e) Installazzjoni u manifattura tal-aluminju

5. Rekwiżiti ta' Eliġibbiltà

5.1 Il-provditur tas-servizz għandu jissoddisfa dawn ir-rekwiżiti:

a) Ikollu għarfien tajjeb tal-lingwa Maltija u/jew l-Ingliż, kemm fil-qari kif ukoll fil-kitba.

b) Jipprovdi prova ta' esperjenza ta' mhux inqas minn 5 snin fis-servizzi ta' tiswija tal-aluminju.

c) Jippossjedi Liċenzja tas-Sewqan valida (Kategorija B).

6. Proċedura ta' Applikazzjoni

6.1 L-applikazzjonijiet għandhom jintbagħtu bl-email fuq procurement.fes@gov.mt, bin-Numru ta' Referenza msemmija hawn fuq u d-dokumenti li ġejjin:

- CV dettaljat
- Kwotazzjoni bbażata fuq rata fis-siegħa. Ir-rata għandha tkun eskluża mill-VAT.

6.2 L-iskadenza għas-sottomissjoni hija **t-Tlieta 24 ta 'Novembru 2026 sa nofsinhar.** Sottomissjonijiet li jaslu tard mhux se jiġu aċċettati. Kull metodu ieħor ta' sottomissjoni mhux se jkun aċċettat.

6.3 Il-kuntratt se jingħata lill-irħas offerta konformi u se jibqa' validu għal perjodu ta' sena (1) jew sakemm jintlaħaq il-limitu ta' €4,999 eskluża l-VAT, liema jasal l-ewwel.