



Financed by:



Co-financed by:



## MEET PROJECT MEDITERRANEAN EXPERIENCE OF ECOTOURISM

Administration  
Heritage Parks Federation  
P.O.Box 9  
St Paul's Bay  
SPB3525

Telephone: +356 21521291

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**Opening Date: 12/4/2015**

**Closing Date: 24/4/2015**

**Call for an Expression of Interest for the following services:**

- 1. Transport services for guests**
- 2. Accommodation services**
- 3. Tour operator services**
- 4. Provision of boat rides to island of Gozo and Comino from Malta**

**For the MEET PROJECT MEDITERRANEAN EXPERIENCE OF ECOTOURISM**

Participation in this call for Expression of Interest is free of charge.  
Objective of public call

- The Heritage Parks Federation, hereinafter referred to as the 'Contracting Authority', is hereby publishing an Expression of Interest (EOI) with the purpose of receiving proposals from eligible persons or entities for the following services, preference will be given to submissions submitted by individuals or operators who employ local unskilled workforce to encourage and promote social inclusion and offer opportunities to disadvantaged groups.
- The services required are the following:
  - 1 Transport services for guests**
  - 2 Accommodation services**
  - 3 Tour operator services**
  - 4 Provision of boat rides to island of Gozo and Comino from Malta**
- The scope of the required services is to provide services for the Pilot Action being implemented at the Majjistral Nature and History Park which was declared as Malta's first National Park in 2009 through LN 224/2009. It is currently being managed by the Heritage Parks Federation, a non-governmental organization made up of three local and well established organizations (Gaia Foundation, Din l-Art Ħelwa, & Nature Trust Malta). Through this pilot action various services would be required which are listed in this expression of interest.
- The selected applicant/s, herein afterwards referred to as Service Provider/s, shall be subject to standards of performance and expected outputs during the contract period, and unsatisfactory performance may lead to termination of the contract.
- All references to any particular gender shall be construed to refer and include the other gender.
- Applicable Rules and Regulations: The Service Provider shall conform to the business ethos of sustainability. For the duration of the contract, s/he shall act in all respects according to instructions and direction as given by the Heritage Parks federation. The Service Provider is furthermore bound to maintain confidentiality of all proceedings and of correspondence in relation to this engagement.
- Duration of Contract and Payment: The selected service providers shall be expected to enter into a contract for service for a period of 3 months.
- Termination of a contract would automatically allow the eligibility of the next successive eligible candidate.
- The Service Provider which offers the most advantageous offer will be selected. Payments against the issue of an Invoice by the Service Provider are to be provided for payments.

- Service Provider shall be expected to work according to exigencies and requirements of the Heritage parks federation, be occasionally expected to provide services outside normal working hours.
- This agreement may be terminated by the contracting authority on grounds of unsatisfactory performance by giving a one month's notice in writing.
- The Service Provider may at any time after the expiration of one month from the commencement of the agreement date, terminate his/her engagement by giving three months' notice in writing.
- If the Service Provider terminates his engagement otherwise than in accordance with this Agreement, s/he shall be liable to pay as liquidation damages the equivalent of one month's remuneration.
- If the Service Provider shall at any time after signing hereof, neglect or refuse for any cause or becomes unable to perform any of his duties or to comply with any legitimate order, or shall in any manner misconduct himself, his contract may be terminated and thereby all rights and advantages reserved to him by this Contract shall cease.
- Duties relevant to this call for services shall include all the services required as stipulated in the contract agreement.
- Eligibility requirements: At the time of application, applicants must: be citizens of Malta, OR be citizens of another EU Member State, OR be citizens of other countries to which EU provisions on free movement of persons apply, OR be the spouses and children, even if they are third country nationals, of any person mentioned at (a), (b) and (c) above, provided they are eligible to work in Malta AND be able to communicate in the English Language; AND be of good moral character (applicants must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application).
- Due consideration will be given to applicants who, besides the eligibility requisites, have proven relevant working knowledge in the appropriate field. Proof of any knowledge claimed can be provided through references which can be in the form of papers, reports, and reference letters amongst others.

- Interview: Eligible applicants shall be required to attend for an interview by which process shall be established the order of merit. Application procedure Written applications, which are to include a detailed CV, Police Conduct, and copies of the original certificates and all supporting documents as applicable must be deposited in a sealed envelope at the

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By not later than 10.00AM of 24/4/2015

The envelope should have the Advert Number of this call clearly marked on it for which services He/she is applying for. Any other method of submission shall NOT be accepted.

Any document delivered / received after the lapse of the closing time and date shall be considered as a late submission, and late submissions shall not be accepted.

# FORM

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**(A separate, distinct Expression of interest Form must be submitted for EACH OPTION - if applicable - submitted)**

Place and Date: .....

Publication reference: .....

**Name & Address of Contracting Authority:**

Administration  
Heritage Parks Federation  
P.O.Box 9  
St Paul's Bay  
SPB3525

Advert No. : 1

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**A. EXPRESSION OF INTEREST SUBMITTED BY:**

	Name(s) of tenderer(s)	Nationality
Leader		
Partner 2*		
Etc ... *		

\* add/delete additional lines for partners as appropriate. Note that a sub-Contractor is not considered to be a partner for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted)

**B. CONTACT PERSON (for this tender)**

Name	
Address	
Telephone	( ____ ) _____
Mobile	( ____ ) _____
Fax	
E-mail	

**C. TENDERER'S DECLARATION(S)**

**To be completed and signed by the tenderer (including each partner in a consortium).**

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this tender document (including subsequent Clarifications Notes issued by the Contracting Authority) for invitation to tender No. \*\*/\*\*\*\* of \*\*/\*\*/\*\*\*\*. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our tender offer not being considered any further.
- 2 We offer to provide, in accordance with the terms of the tender document and the conditions and time limits laid down, without reserve or restriction, the services indicated on the Schedule of Prices and Rates.
- 3 The price of our tender inclusive of VAT, duties and any discounts) is:  
  
€ \_\_\_\_\_
- 4 This tender is valid for a period of 3 months from the final date for submission of tenders.
- 5 We are making this application in our own right and [**as partner in the consortium** led by < name of the leader / ourselves > ] for this tender. We confirm that we are not tendering for the same contract in any other form. [We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance]. We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure.
- 6 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 7 We accept that we shall be excluded from participation in the award of this tender if compliance certificates in respect of declarations made under Clause 6 of this declaration are not submitted by the indicated dates.
- 8 We have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other tender in this procedure. We recognise that our tender may be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our tender.

- 9** We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
- 10** I acknowledge that the Contracting Authority shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation listed in clause 2.1.3. We understand that such rectification/s must be submitted within two (2) working days, and will be subject to a non-refundable administrative penalty of €50, and that failure to comply shall result in our offer not being considered any further.
- 11** We note that the Contracting Authority is not bound to proceed with this invitation to tender and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

Name and Surname: \_\_\_\_\_

I.D. / Passport Number: \_\_\_\_\_

Signature of tenderer: \_\_\_\_\_

Duly authorised to sign this  
tender on behalf of: \_\_\_\_\_

Company/Lead Partner VAT No:  
*(if applicable)* \_\_\_\_\_

Stamp of the firm/Company: \_\_\_\_\_

Place and date: \_\_\_\_\_

## TENDERER'S DETAILS

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<b>Name of Tenderer/Joint Venture/Consortium</b>	..... .....
<b>Address</b>	..... .....
<b>Manufacturer</b>	.....
<b>Country of Origin</b>	.....
<b>Trading Licence No.</b>	.....
<b>VAT Registration Number (if applicable)</b>	.....
<b>Name of Contact Person</b>	.....
<b>I.D. / Passport Number</b>	.....
<b>Signature</b>	.....
<b>Date</b>	.....



**DATA ON JOINT VENTURE / CONSORTIUM** (if applicable)

Name	.....	
Managing Board's Contact Details	Address: ..... ..... Telephone: ..... Fax: ..... Email: .....	
Agency in the state of the Contracting Authority, if any <i>(in the case of a Joint Venture/Consortium with a foreign lead partner)</i>	Address: ..... ..... Telephone: ..... Fax: ..... Email: .....	
Names of Partners	(i) ..... (ii) ..... (iii) ..... (iv) .....	
Name of Lead Partner	.....	
	Agreement governing the formation of the Joint Venture/Consortium <i>(Enclose Joint Venture/ Consortium Agreement)</i>	
	Place of Signature: .....	Date of Signature: .....
4.4.7	Proposed proportion of responsibilities between partners (in %) with indication of the type of the works to be performed by each* * The Company acting as the lead partner in a joint venture/consortium, they must have the ability to carry out at least 50% of the contract works by its own means. If a Company is another partner in a joint venture/consortium (i.e. not the lead partner) it must have the ability to carry out at least 10% of the contract works by its own means	
	..... - .....% ..... - .....%	..... - .....% ..... - .....%

Signature: .....  
*(the person or persons authorised to sign on behalf of the tenderer)*

Date: .....

## **SUB-CONTRACTING** (if applicable)

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If the tenderer plans to sub-contract part of the works, he/she must provide the following details:

<b>Service/s intended to be sub-contracted</b>	<b>Name and details of sub-contractors</b>	<b>Value of sub-contracting as percentage of the total cost</b>	<b>Experience in similar services (details to be specified)</b>

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Signature: .....

*(the person or persons authorised to sign on behalf of the tenderer)*

Date: .....

**Statement on Conditions of Employment**

**Statement on Conditions of Employment**

**Tenderers are to ensure that self-employed personnel are not engaged on this contract. Non-compliance will invalidate the contract.**

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Signature .....

Name of Signatory .....

I.D. No. ....

Name of bidder/contractor .....

Date .....

# SPECIFICATIONS FORM

(To be completed by the Tenderer or an Authorised Representative)

Bidders are to fill in the following table as appropriate, indicating specifications/services namely for the services being offered. Bidders can bid for any of the services listed:

1. **Transport services for guests**
2. **Accommodation services**
3. **Diving services**
4. **Tour operator services**
5. **Provision of boat rides to island of Comino from Malta**
6. **Provision of boat rides to island of Filfla**

Service to be provided	Price offered	Description of services

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Name of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

I.D. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

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## **SCHEDULE OF PRICES AND RATES**

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This form must be filled in and submitted with the tender document. Failure to fill in the form, or a form with incomplete information, or form containing ambiguous financial information (e.g. rates, totals etc) shall disqualify the tendered submission.

(To be completed by the Tenderer or an Authorised Representative )

<b>1. Transport services for guests</b>	
<b>2. Accommodation services</b>	
<b>3. Diving services</b>	
<b>4. Tour operator services</b>	
<b>5. Provision of boat rides to island of Comino from Malta</b>	
<b>6. Provision of boat rides to island of Filfla</b>	

Rates to be inclusive of VAT as per Clause 1.2.2

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**Name of Tenderer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I.D. No.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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