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**TMFA001/2020 - TENDER FOR THE SERVICES OF CHAUFFEUR – DRIVEN CARS AND MINIVANS FOR THE MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS.**


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**National Contract Notice for classic procurement (for online publication only)**
**SECTION I: CONTRACTING AUTHORITY**
**I.1) NAME, ADDRESSES AND CONTACT POINT(S)**

**Official name:** [Ministry for Foreign Affairs](#) National ID:  
**Postal address:** [Palazzo Parisio, Merchant Street](#)  
 Town: [Valletta](#) Postal code: [VLT 1171](#)  
 Country: [Malta](#)  
**Contact point(s):** Telephone: [+356 21242191](#)  
 For the attention of:  
 Email: [procurement.mfea@gov.mt](mailto:procurement.mfea@gov.mt) Fax: [+356 21236604](#)

**Internet address(es) (if applicable)**

General address of the contracting authority (URL): <http://www.foreign.gov.mt>

Address of the buyer profile (URL): <https://www.etenders.gov.mt/epps>

Electronic access to information (URL): <https://www.etenders.gov.mt/epps>

Electronic submission of tenders and requests to participate (URL): <https://www.etenders.gov.mt/epps>

**Further information can be obtained at:**

- As in above-mentioned contact point(s)  
 Other: please complete Annex A.I

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:**

- As in above-mentioned contact point(s)  
 Other: please complete Annex A.II

**Tenders or requests to participate must be sent to:**

- As in above-mentioned contact point(s)  
 Other: please complete Annex A.III

**I.2) TYPE OF THE CONTRACTING AUTHORITY**

- |  |  |
|--|--|
| <input checked="" type="radio"/> Ministry or any other national or federal authority, including their regional or local subdivisions | <input type="radio"/> General public services          |
| <input type="radio"/> National or federal agency/office  | <input type="radio"/> Defence                          |
| <input type="radio"/> Regional or local authority  | <input type="radio"/> Public order and safety          |
| <input type="radio"/> Regional or local agency/office  | <input type="radio"/> Environment                      |
| <input type="radio"/> Body governed by public law  | <input type="radio"/> Economic and financial affairs   |
| <input type="radio"/> European institution/agency or international organisation  | <input type="radio"/> Health                           |
| <input type="radio"/> Other (please specify):  | <input type="radio"/> Housing and community amenities  |
|  | <input type="radio"/> Social protection                |
|  | <input type="radio"/> Recreation, culture and religion |
|  | <input type="radio"/> Education                        |

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Other (please specify):

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities:

yes  no

(If yes, information on those contracting authorities can be provided in Annex A)

**SECTION II: OBJECT OF THE CONTRACT**
**II.1) DESCRIPTION**
**II.1.1) Title attributed to the contract by the contracting authority**

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**II.1.2) Type of contract and location of works, place of delivery or of performance**

(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))

<input type="radio"/> <b>(a) Works</b> <input type="radio"/> Execution <input type="radio"/> Design and execution <input type="radio"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities	<input type="radio"/> <b>(b) Supplies</b> <input type="radio"/> Purchase <input type="radio"/> Lease <input type="radio"/> Rental <input type="radio"/> Hire purchase <input type="radio"/> A combination of these	<input checked="" type="radio"/> <b>(c) Services</b> Service category No <b>2</b> <i>Please see Annex C3 for service categories</i>
Main site or location of works	Main place of delivery	Main place of performance NUTS code <b>MT00</b>

**II.1.3) The notice involves**

- A public contract  
 The establishment of a framework agreement  
 The setting up of a dynamic purchasing system (DPS)

**II.1.3) Information on framework agreement (if applicable)**

<input type="radio"/> Framework agreement with several operators Number <i>OR, if applicable, maximum number of participants to the framework agreement envisaged</i>	<input type="radio"/> Framework agreement with a single operator
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**Duration of the framework agreement:**

Duration in year(s): \_\_\_\_\_ or month(s): \_\_\_\_\_

Justification for a framework agreement, the duration of which exceeds four years:

**Estimated total value of purchases for the entire duration of the framework agreement (if applicable; give figures only):**

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Estimated value excluding VAT:	Currency:
OR Range: between                      and	Currency:
Frequency and value of the contracts to be awarded: <i>(if known)</i> :	

**II.1.5) Short description of the contract or purchase(s)**

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**II.1.6) Common procurement vocabulary (CPV)**

	Main vocabulary	Supplementary vocabulary <i>(if applicable)</i>
<b>Main object</b>	<b>34120000</b>	
<b>Additional object(s)</b>	<b>60000000</b>	
	<b>63520000</b>	
	<b>60170000</b>	
	<b>60140000</b>	

**II.1.7) Contract covered by the Government Procurement Agreement (GPA)**

yes  no

**II.1.8) Division into lots** *(for information about lots, use Annex B as many times as there are lots)*

yes  no

**If yes**, tenders should be submitted for *(tick one box only)*

- one lot only  
 one or more lots  
 all lots

**II.1.9) Variants will be accepted**

yes  no

**II.2) QUANTITY OR SCOPE OF THE CONTRACT**
**II.2.1) Total quantity or scope** *(including all lots and options, if applicable)*

<i>If applicable</i> , estimated value excluding VAT <i>(give figures only)</i> :	Currency:
ORRange: between                      and	Currency:

**II.2.2) Options** *(if applicable)*

yes  no

**If yes**, description of these options:

<i>If known</i> , provisional timetable for recourse to these options:		
in months:	ordays:	(from the award of the contract)

**II.2.3) Information about renewals** *(if applicable)*

*This contract is subject to renewal*

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yes  no

Number of possible renewals ( <i>if any</i> ):	orRange: between	and
<i>If known</i> , in the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:		
in months:	ordays:	(from the award of the contract)

**II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Duration in months:	ordays:	(from the award of the contract)
OR Starting	(dd/mm/yyyy)	
Completion	(dd/mm/yyyy)	

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**
**III.1) CONDITIONS RELATING TO THE CONTRACT**
**III.1.1) Deposits and guarantees required (*if applicable*)**
**III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**
**III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded (*if applicable*)**
**III.1.4) Other particular conditions to which the performance of the contract is subject (*if applicable*)**

yes  no

**If yes**, description of particular conditions

**III.2) CONDITIONS FOR PARTICIPATION**
**III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if requirements are met:

**III.2.2) Economic and financial capacity**

Information and formalities necessary for evaluating if requirements are met:	Minimum level(s) of standards possibly required ( <i>if applicable</i> ):
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**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if requirements are met:	Minimum level(s) of standards possibly required ( <i>if applicable</i> ):
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**III.2.4) Information about reserved contracts (*if applicable*)**

- The contract is restricted to sheltered workshops
- The execution of the contract is restricted to the framework of sheltered employment programmes

**III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

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**III.3.1) Execution of the service is reserved to a particular profession**

yes  no

If **yes**, reference to the relevant law, regulation or administrative provision:

**III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service**

yes  no

**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

**IV.1.1) Type of procedure**

<input checked="" type="radio"/> Open
<input type="radio"/> Accelerated open
<input type="radio"/> Restricted
<input type="radio"/> Accelerated restricted
<input type="radio"/> Competitive procedure with negotiation
<input type="radio"/> Accelerated competitive procedure with negotiation
<input type="radio"/> Competitive dialogue
<input type="radio"/> Innovation partnership

**IV.2) AWARD CRITERIA**

**IV.2.1) Award criteria** (please tick the relevant box(es))

Lowest price

OR

The most economically advantageous tender in terms of

- the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)
- the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

**IV.2.2) An electronic auction will be used**

yes  no

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If yes, additional information about electronic auction (if appropriate)

**IV.3) ADMINISTRATIVE INFORMATION**

**IV.3.1) File reference number attributed by the contracting authority (if applicable)**

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**IV.3.2) Previous publication(s) concerning the same contract**

yes  no

If yes,

<input type="radio"/> Prior information notice	<input type="radio"/> Notice on a buyer profile
Notice number in OJ:	of (dd/mm/yyyy)
<input type="radio"/> Other previous publications (if applicable)	

**IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in the case of a competitive dialogue)**

Time limit for receipt of requests for documents or for accessing documents
Date: (dd/mm/yyyy) Time:
Payable documents
<input type="radio"/> yes <input checked="" type="radio"/> no
If yes, price (give figures only): Currency:
Terms and method of payment:

**IV.3.4) Time-limit for receipt of tenders or requests to participate**

Date: 04/09/2020 (dd/mm/yyyy) Time: 10:00

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up**

Any EU official language

Official EU language(s):

ES CS DA DE ET EL EN FR IT LV LT HU MT NL PL PT SK SL FI SV BG GA RO

Other:

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)**

Until: (dd/mm/yyyy)

OR Duration in month(s): OR days: (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening tenders**

Date: 04/09/2020 (dd/mm/yyyy) Time: 10:30

Place (if applicable):

Persons authorised to be present at the opening of tenders (if applicable)

yes  no

**SECTION VI: COMPLEMENTARY INFORMATION**

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**VI.1) THIS IS A RECURRENT PROCUREMENT** *(if applicable)*

yes  no

If **yes**, estimated timing for further notices to be published:

**VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS**

yes  no

If **yes**, reference to project(s) and/or programme(s):

**VI.3) ADDITIONAL INFORMATION** *(if applicable)***VI.4) PROCEDURES FOR APPEAL****VI.4.1) Body responsible for appeal procedures**

Official name:	Public Contracts Review Board	National ID:	
Postal address:	Notre Dame Ditch		
Town:	Floriana	Postal code:	FRN 1601
Country:	Malta	Telephone:	+356 21239095
Email:		Fax:	
Internet address (URL):			

**Body responsible for mediation procedures** *(if applicable)*

Official name:		National ID:	
Postal address:			
Town:		Postal code:	
Country:		Telephone:	
Email:		Fax:	
Internet address (URL):			

**VI.4.2) Lodging of appeals** *(please fill heading VI.4.2 OR if need be, heading VI.4.3)*

Precise information on deadline(s) for lodging appeals:

**VI.4.3) Service from which information about the lodging of appeals may be obtained**

Official name:		National ID:	
Postal address:			
Town:		Postal code:	
Country:		Telephone:	
Email:		Fax:	
Internet address (URL):			

**VI.5) DATE OF DISPATCH OF THIS NOTICE:**

05/08/2020 *(dd/mm/yyyy)*

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**SERVICE CATEGORIES REFERRED TO IN SECTION II: OBJECT OF THE CONTRACT**

Directive 2004/18/EC

<b>Category No [1]</b>	<b>Subject</b>
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: (a) Insurance services (b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
<b>Category No [7]</b>	<b>Subject</b>
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1. Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC

2. Except for rail transport services covered by category 18.

3. Except for rail transport services covered by category 18.

4. Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services.

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Also excluded: services involving the acquisition or rental, by whatever financial procedures, of land, existing buildings, or other immovable property or concerning rights thereon; nevertheless, financial services supplied at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to this Directive.

5. Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
6. Except arbitration and conciliation services
7. Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC
8. Except employment contracts.
9. Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.