



**THE MALTA CHAMBER**

**Request for Quotations for services rendered on Policy  
Development**

**Equal Pay for Equal Work of Equal Value**

**An Initiative led by:  
Human Resources Committee within  
The Malta Chamber of Commerce, Enterprise and Industry**

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## 1. Scope

The Malta Chamber is issuing this Request for Quotation (RFQ) to identify Bidders interested in providing a

**Request for Quotations for services rendered on the research and compilation of an industry position paper on the subject of Equal Pay for Equal Work of Equal Value**

## 2. Procedure

### a) Timetable

	Date
<b>Date of Publication of RFQ</b>	7 <sup>th</sup> January 2020
<b>Deadline for Submission of Quotations</b>	18 <sup>th</sup> January 2020

### b) Quotation Format

- i) Bidders are to submit their Quotation using the format defined in Section 3 of this RFQ, including the Bidders' Declaration duly completed and signed.
- ii) Bidders may include as appendices in their Quotation any additional information to clarify the Quotation.

### c) Additional information before the deadline for submission of Quotations

- i) Bidders are urged to promptly notify The Malta Chamber of any ambiguity in/or discrepancy between any of the appendices in this RFQ which may be discovered upon examination of this document.
- ii) Bidders are to submit queries or questions concerning this RFQ to the following email address up to the last date for receipt of any clarifications by The Malta Chamber as indicated in Section 2.a, specifying the publication reference and the RFQ title:

e-mail address [julia.aquilina@maltachamber.org.mt](mailto:julia.aquilina@maltachamber.org.mt)

**d) Instructions on the Submission of Quotations**

- i) Late Quotations will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.
- ii) Quotations submitted by any other means will not be considered.
- iii) Quotations must comply with the requirements as outlined in this RFQ.
- iv) Bidders will be deemed to declare, before submitting their Quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all charges in their rates and prices.
- v) In submitting its Quotation, the Bidder will be submitting its best and final offer.
- vi) Bidders are to submit their Quotation using the format defined in Section 3 of this RFQ, including the Bidders' Declaration duly completed and signed.

**e) Validity of Quotation**

- i) Bidders are committed to retain the validity of the Quotation for a period of sixty (60) days from the Deadline for Submission of Quotations as shown in 2.1 above.

**f) Estimated Budget**

- i) The Estimated Budget for this quotation is €2,000.

**g) Extension of Deadline for Submission of Quotations**

- i) The Malta Chamber may, at its own discretion, extend the deadline for submission of quotations.

- ii) In such cases, all rights and obligations of The Malta Chamber and the Bidder regarding the original date specified in this RFQ will be subject to the new date.

#### **h) Evaluation of Quotations**

- i. The entire evaluation procedure is confidential. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.
- ii. In the interest of transparency and equal treatment and without being able to modify the submitted Quotation, the Bidder may be required, at the sole written request of The Malta Chamber, to provide clarification
- iii. The Malta Chamber reserves the right to conduct an interview with the Bidder to verify the Bidder's experience and approach to the delivery of the requirements.
- iv. All Quotations will be checked against the Requirements section of the RFQ. Any Quotation that does not meet any of the Requirements will not be considered further.

#### **i) Award**

- i. This RFQ shall be awarded on the basis of the cheapest compliant price offered.
- ii. Notification of Award is published on the The Malta Chamber website.
- iii. The Malta Chamber reserves the right to cancel this RFQ or to accept a Quotation wholly or in part, or of dividing the contract among two or more Bidders.
- iv. The notification to the recommended Bidder implies that the validity of its Quotation is extended for a period of thirty (30) days from the date of notification of the recommended Bidder.

**j) Contract**

- i. Following the Appeal period, the recommended Bidder will be expected to abide by signed and sign the Contract by the date indicated for Contract signature in Section 2.a.

### 3. Quotation

#### a) Selection Criteria

<b>Selection Criteria</b>	<b>Sub-Criteria</b>	<b>Description</b>	<b>Maximum Points</b>
Rationale	Compliance with deliverables	The bidder must prove that they are able to comply with the deliverables stated in point 3.d.	20
	Identify key issues	Identify any key issues that may hinder the successful achievement of the project deliverables.	15
Strategy	Contract implementation	An outline of the approach proposed for contract implementation, explaining clearly the plans of how to achieve the project deliverables.	25
	Key Expert	Bidders must provide further information on their experience in similar projects by writing a report (not exceeding 500 words) of a similar undertaking.	20
Timetable of Activities	Planning and phasing of tasks	The Bidder must be able to comply with the timeframe proposed in point 3.e for the optimum completion of the project.	20
<b>Total</b>			<b>100</b>

#### b) Description

The Malta Chamber is issuing this RFQ in order to invite all interested parties to provide services drafting the relevant policies.

Only selected and approved personnel will be permitted to carry out the service at The Malta Chamber.

### c) Background

The Malta Chamber of Commerce, Enterprise and Industry is the independent voice of the private sector in Malta. Its principal mission is to actively represent companies from all economic sectors and ensure that entrepreneurs enjoy the best competitive environment and regulatory conditions possible for the conduct of business. The Chamber is affiliated to Eurochambres and BusinessEurope. It is also part of the Enterprise Europe Network which enables it to offer practical value-added services to members and clients through the support of around 600 business support organisations from more than 64 countries, with the principal aim of helping small companies seize the unparalleled business opportunities in the EU Single Market.

The Malta Chamber utilizes several thematic committees made up of experts in their respective fields to act as consultants for the Malta Chamber's Council. In this case, the call of interest is being launched on behalf of the Human Resources and Talent Thematic Committee.

### d) Deliverables

The bidder is being asked to do desk research on European and non-European experiences, and qualitative and quantitative research with the members of the Chamber and other social partners to acquire broad and truly representative views on the subject matter. For the purposes of this call of interest, the topic will be **Equal Pay for Equal Work of Equal Value**.

The bidder will be required to analyse their findings and working report as a publishable concise position paper which The Malta Chamber can utilise in its discussions with other social partners and in raising awareness with the members and the public at large. The

compilation of the paper is expected to take place in co-ordination with the guidance of the HR and Talent Thematic Committee, and the supervision of The Malta Chamber.

The objective is to analyse the different perspectives within the policy spectrum on three facets:

- i. Defining the subject matter, referencing the most relevant frameworks and notions, and cataloguing successful tools observed internationally in the execution of the specific policy;
- ii. The EU agenda on the subject matter, and approaches and practices being adopted by select Countries considered to be at the forefront on the topic;
- iii. The different stakeholder perspectives on the subject – including the possible roles of Government, Trade Unions, and other Social Partners.

The researcher shall be required to research both the macro and the micro aspect behind the policy objective, and this will serve as an instrument aimed at policy makers, trade unions, social partners, and the business community.

**e) Timeframes**

Signing of Contract & Kick-Off Meeting	Within the 1 <sup>st</sup> Week
An initial meeting between the HR & Talent Committee	Within the 1 <sup>st</sup> Week
Draft Presentation to the HR & Talent Committee and the Council of The Malta Chamber	Not more than one month after the signing of the contract.
Finalisation of Report	Not more than two weeks after the draft presentation to the Committee and the Council.
Final Presentation to the HR & Talent Committee and the Council of the Malta Chamber	Not more than two months after the signing of the contract.

**f) Payment Plan**

Upon signing of the Contract	30% of Payment
Upon final report	70% of Payment

**g) Bidders' Declaration**

(To be completed and signed by the Bidder and submitted with the Quotation.)

I/We, the undersigned, hereby declare that:

01. We have examined, and accept in full and in its entirety, the content of the RFQ (including subsequent Clarifications) and we offer to execute, in accordance with the terms of the RFQ and the conditions and time limits laid down, the supplies and/or services as set out in the RFQ within the time-frames and at the price submitted in this RFQ.
02. We declare that none of the grounds listed in Regulation 50 of the Public Procurement Regulations apply to us, including that:
  - (i) We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy.
  - (ii) We have not been convicted criminally or found guilty of professional misconduct.
  - (iii) We have fulfilled all our payment obligations of social security contributions and other taxes.
03. We acknowledge that The Malta Chamber may request us to submit signed certification from the competent authorities that none of the criteria listed in Regulation 50 of the Public Procurement regulations apply to us and where applicable confirm the same for each member of the joint venture or consortium and/or subcontractor. We will be guided by the information published by the European Commission specifying the competent authorities within each Member State which can certify whether a Bidder is in line with Regulation 50 and available through the following link <http://ec.europa.eu/markt/ecertis/login.do>

We accept that we shall be excluded from the award of the contract if the compliance certificates are not submitted upon the request of The Malta Chamber and by the indicated dates.

04. I/We will inform The Malta Chamber 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 Malta Chamber.
05. I/We, the undersigned, accept all Terms and Conditions of the Contract and the conditions set out in this RFQ and waive all other terms of business.

Full Name of the Bidder <i>(in Block Letters)</i>			
Address			
Phone Number		Fax Number	
Organisation Registration Number or ID Number		VAT Reg. Number	
E-Mail Address			

Name of Authorised Signatory of the Bidder .....

Signature..... Date.....