

PROCUREMENT POLICY

CODE: P033

Section: Procurement
Policy Owner: BOG

POLICY

The Procurement Policy sets out the general principles that shall govern the procurement of supplies, services and works by the Institute of Tourism Studies.

The Institute of Tourism Studies follows Public Procurement Regulations LN352/2016 as established by the laws of Malta. The purpose of this Policy is to ensure that the Institute of Tourism Studies obtains the best value for money by following the Public Procurement Regulations and applies a consistent procedural approach to procurement.

The Institute follows Procurement Policy Notes as issued by the Department of Contracts which can be viewed on www.contracts.gov.mt.

PROCEDURE REFERENCE: PRC01

Definitions:	
MPU	Ministerial Procurement Unit: A designated Government unit in which tenders are vetted prior publishing. tenders which amount exceeds the €10,000 exc. VAT but does not exceed the €250,000 exc. VAT threshold).
DOC	Department of Contracts: A designated unit in which tenders shall be vetted prior publishing (tenders which amount exceeds the €250,000 exc. VAT threshold and above.)
Supplies	Items such as hardware, equipment, stationery items etc.
Services	Procurement related to services such as, maintenance/servicing of equipment, communication services etc
Works	Procurement related to works such as, building and construction, fixture of items, refurbishment etc
Contracting Authority	Being the Institute of Tourism Studies
Economic Operator/ Parties/Bidder	Being the Suppliers who submit a quotation

INSTITUTE OF TOURISM STUDIES

Epps	Being the Government E-tendering system www.etenders.gov.mt
Employee or Employees	All staff of the Institute of Tourism Studies, whether academics or non-academics.

Type of Procurement	
€0 - €100 Euros including VAT,	One quotation is obtained by the procurement department to procure the purchase requested. All as detailed under Article 2.
From €100 but does not exceed €5,000 excluding VAT threshold	Three quotations are obtained by the procurement department to procure the purchase requested. Awarding is to be made to the cheapest fully compliant offer. All as detailed under Article 3.
From €5,000 - but does not exceed €10,000 excluding VAT threshold	A call for quotation is issued via the Epps system, awarded to the cheapest fully compliant offer, after offers are evaluated through an evaluation committee. All as detailed under Article 4.
From €10,000 but does not exceed €250,000 excluding VAT threshold	A call for tender is issued through the MPU via the Epps system, awarded to the cheapest fully compliant offer, after offers are evaluated through an evaluation committee. All as detailed under Article 5.
From €250,000 excluding VAT and above	A call for tender is issued through DOC via the Epps system, awarded to the cheapest fully compliant offer after offers are evaluated through an evaluation committee. All as detailed under Article 5.

1. Procurement

Procurement is divided into three categories being Supplies, Services and Works.

All supplies, services and works shall follow the following procedure:

2. Procurement for items amount up to €100 including VAT.

2.1 Employees shall fill in a requisition form, such requisition form shall include the specifications of the supplies, services or works being requested and shall be signed by the head of department. The requisition form shall be forwarded to the director for approval afterwards sent to the procurement department to start the process.

2.2 The procurement department shall seek a potential bidder to submit a quotation via a given deadline. The request for quotation shall include the specifications of the supplies, services or works being requested along with any necessary details as required.

2.3 After the deadline has lapsed the Procurement Department shall forward the quotation received and forward it to the director for approval.

2.4 Once purchase has been approved a purchase order shall be issue accordingly. The purchase order shall include the details of the supplier, the supplies, services or works being procured and/or required along with the quantities and prices. The purchase order shall be signed by the head of the procurement department and sent to the winning economic operator accordingly. The person requesting such supplies, services or works shall also be copied to be notified that supplies, services or works have been ordered.

3. Procurement via three quotations

3.1 Employees shall fill in a requisition form, such requisition form shall include the specifications of the supplies, services or works being requested and shall be signed by the head of department. The requisition form shall be forwarded to the director for approval afterwards sent to the procurement department to start the process.

3.2 The procurement department shall seek potential parties (a minimum of three quotations) to submit a quotation via a given deadline. The request for quotation shall include the specifications of the supplies, services or works being requested along with any necessary details as required.

3.3 After the deadline has lapsed the procurement department shall gather the quotations received and produce an evaluation grid, such grid shall include the supplier name, the items to procure, the price and whether the offers compliant or not. Such grid shall be forwarded to the director for approval. Awarding is to be made to the cheapest fully complaint offer.

3.4 Once purchase has been approved a purchase order shall be issue accordingly. The purchase order shall include the details of the supplier, the supplies, services or works being procured and/or required along with the quantities and prices. The purchase order shall be signed by the head of the procurement department and sent to the winning economic operator accordingly. The person requesting such supplies, services or works shall also be copied to be notified that supplies, services or works have been ordered.

4. Call for Quotation

4.1 When Supplies, Services or Works exceeds the value of €5,000 but does not exceed €10,000 exc. VAT threshold a call for quotation has to be issued via the Epps system.

4.2 The Employee/s shall draw up the specifications and the budget estimates and forward it to the procurement department to draft a call for quotation.

4.3 Once the document has been drafted and approved internally, it can be uploaded on the Epps system.

4.4 The document uploaded shall include the quotation document, the financial bid form and all other relevant forms. The document shall also include the deadline to request clarifications, the deadline to reply to clarifications and the closing date.

4.5 If any clarifications are received during the publication stage and prior the deadline to receive clarifications, these must be addressed through the Epps. No clarifications are to be accepted by phone or by email, the bidder is to be instructed accordingly to address any queries through the Epps system.

4.6 Once the time limit to receive offers has expired, the offers received are unlocked through the Epps system by the opening staff (a total of 2 opening staff must be assigned accordingly).

4.7 An Evaluation Committee is drawn up to meet to evaluate the offers received.

4.8 Once offer/s have been evaluated, an evaluation report have to be drafted (awarding is to be made to the cheapest fully compliant offer) and signed by all members. The report has to be uploaded on the system and approved by all the evaluation committee members.

4.9 The Pre acceptance and/or regret/s letters are sent to all bidders and a stand still period of 10 days is given to all bidders who may not agree with the decision taken by the Committee. Once the stand still period has lapsed and no objection have been filled in, the offer can be awarded to the cheapest fully compliant offer

who has satisfied the eligibility, technical and financial criteria. Awarding of the offer is to be done through the Epps system.

5. Call for Tenders

5.1 When Supplies, Services or Works exceeds the value of €10,000 exc. VAT a call for tenders has to be issued via the Epps system.

5.2 The Employer requesting the Supplies, Services or Works shall draw up the specifications and the budget estimates and forward it to the procurement department to draft a call for tenders.

5.3 Once the tender document has been finalized and budget has been approved internally, the tender document along with all documentation has to be sent to either MPU (for tender which estimate does not exceeds the €250,000 Exc. VAT or DOC for tenders which exceeds the estimate of €250,000 Exc. VAT and above).

5.4 When the approval by MPU or DOC is granted to the Contracting Authority to issue the tender, the Contracting Authority can proceed with the issuance of the Tender on the Epps system.

5.5 The Tender document along with all forms is to be published on the Epps system, a time limit of 30 calendar days is given to all bidders to participate. All tenders are to be issued under an open procedure (except under certain circumstances/exceptions only).

5.6 If any clarifications are received during the publication stage and prior the deadline to receive clarifications, these must be addressed through the Epps. No clarifications are to be accepted by phone or by email, the bidder is to be instructed accordingly to address any queries through the Epps.

5.7 Once the time limit to receive any offers has expired, offers received are unlocked through the Epps system by the opening staff (a total of 2 opening staff must be assigned accordingly).

5.8 An Evaluation Committee is appointed to meet up to evaluate the offers received.

5.9 Once the report is concluded and signed by all members the evaluation report is uploaded on the Epps system and approved by all members.

5.10 The Evaluation report is then sent to either MPU or DOC according to the tender threshold for their approval. A Departmental Contracts Committee (DCC) meeting is held to evaluate the evaluation report accordingly. Once approval is granted the Stand Still period can begin.

INSTITUTE OF TOURISM STUDIES

5.11 The Pre acceptance and/or regret/s letters are sent to all bidders and a stand still period of 10 days is given to all bidders who may not agree with the decision taken by the Committee. Once the stand still period has lapsed and no objection have been filled in, the tender can be awarded to the cheapest fully compliant offer who has satisfied the eligibility, technical and financial criteria. Awarding of the offer is to be done through the Epps system.

5.12 Once awarding is accepted by the Economic Operator via the Epps a Contract is drafted and signed by both parties, thereafter the Supplies, Services or Works shall commence.