



Quotation No.:	NSO/2/2016
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## NATIONAL STATISTICS OFFICE (NSO)

Call for Quotations for the Provision of Training Services for Managers at the National Statistics Office

DATE PUBLISHED	20 <sup>th</sup> May 2016
CLOSING DATE	3 <sup>rd</sup> June 2016

The closing date is **10:00am of Friday 3<sup>rd</sup> June 2016.**

**Note:** Bidders are bound by their offers until at least 60 days after the deadline for submissions

# Call for Quotations for the Provision of Training Services for Managers at the National Statistics Office

## 1 Scope and Purpose of this Call

### 1.1 Introduction

The National Statistics Office (NSO) is the executive arm of the [Malta Statistics Authority](#). It is responsible for the collection, compilation, analysis and publication of a wide range of statistical information and related matters. This does not prevent other government departments or institutions from collecting their own statistical data for internal purposes. The National Statistics Office is governed by the [Malta Statistics Authority Act, 2000](#).

Through this call for quotations, NSO is seeking the services of a suitably qualified Service Provider, for the Provision of Training Services for its Managerial staff. Potential bidders for such services are invited to submit quotations for the supply of such services shown below, in accordance with the terms and conditions laid out in this document.

The services are to be provided at the:

- National Statistics Office, Lascaris, Valletta

### 1.2 Compliance

Bidders shall **only** submit the quotation on the stipulated form in [ANNEX 1](#) of the document. Each bid submitted in response to this call for quotations must clearly indicate the details of the bidder as per attached documentation.

## 2 Quotation Process

### 2.1 Method of Submission

2.1.1 Bidders are required to complete the Quotation document as per attached form in [ANNEX 1](#). Quotation documents should be closed in a sealed opaque envelope, with the [Quotation N<sup>o</sup>](#) and the [Description of the Quotation clearly marked](#) on them and deposited in the tender box, (National Statistics Office, Lascaris Valetta VLT 2000) by the time and date set for the submission of applications.

Late submissions will not be accepted.

2.1.2 Each quotation must be duly signed by the bidder. In the case of a registered company this must be signed by an authorised representative of the company.

2.1.3 By submitting a quotation the applicant shall be deemed:

- i. To have understood and accepted all the contents of this quotation document;
- ii. To be in a position to carry out all the services included in the quotation; and
- iii. To have accepted the conditions, payment terms and requirements under which the services required would be contracted.

It is the bidder's sole responsibility to read and understand the quotation document, and submit the bid in accordance therewith.

## **2.2 Award of Quotation**

- 2.2.1 NSO reserves the right to accept or reject any quotation, and to annul the quotation process and reject all applications, at any time prior to the award of the quotation, without thereby incurring any liability to the affected applicants. In so doing, NSO shall not be liable to give any reason whatsoever.
- 2.2.2 Subject to Clause 2.2.1, NSO will issue a Letter of Acceptance in favour of the applicant who is selected.
- 2.2.3 The quotations will be valid for a period of six (6) months commencing from the date when Letter of Acceptance is issued.

## **3 Contract Objectives and Expected Results**

### **3.1 Objectives**

- 3.1.1 The overall objective of this training is to develop the management team in leadership skills, to enable the current managers to take more ownership of their roles and effectively lead their departments and teams, in line with current developments being made within the organisation.

The following principles set a basis to the desired outcome of management training:

- Ensure that participants are fully engaged in their managerial roles and become better leaders;
- Help participants discover their strengths and weaknesses and areas of development and these will then do the same with their staff, thus building effective teams;
- Encourage participants to appreciate the notion of teamwork, open collaboration, thrive to do the right thing, and put the NSO and national interest at the forefront by following the core values of the organisation;
- Help managers to focus on the skills required to be able to support their own management teams and staff.

## 3.2 Results to be achieved by Trainer

3.2.1 This section outlines the minimum requirement specifications and conditions for the provision of Training Services to Managers at NSO.

3.2.2 The independent trainer needs to:

- Have a solid background in the area of organising training/mentoring sessions;
- Have a minimum 5 years experience in organising tailored training sessions using both theoretical and practical means;
- Have a minimum 5 years experience in management and leadership development programmes;
- Be flexible to schedule training and coaching sessions in agreement with the National Statistics Office.

3.2.3 The training is preferably organised over a six (6) month period, starting in Quarter 3 2016.

3.2.4 The proposal should include a four phase approach:

- **Phase 1: Research stage** – This stage to include meetings with participants (circa 25 in number) using profile analysis and self-assessment tools to determine personality, competence and behaviour.
- **Phase 2: Presentation of Findings** – The outcomes from meetings will be presented to NSO's top management and to each participant separately with feedback on their respective profiles. Discussions with senior management would be required at this stage to finalise the agreement on activities to be included to enhance learning and induce a change in behaviour.
- **Phase 3: Training stage** – The training will be spread out over six (6) half-days, and the trainer will conduct the training programme by means of group learning. This training should include a complete understanding of leadership and management skills, accountability and responsibility, effective communication, motivation and performance management, coaching and mentoring other members of the team and management conflict.
- **Phase 4: Coaching stage** – Through individual coaching sessions, this stage will allow delegates to address individual developmental issues. The trainer needs to meet again with all delegates during this phase to provide feedback and evaluate progress, and ensure the delegate will retain momentum on personal progress and effectiveness.

3.2.5 Bidders shall submit, together with their offer, all necessary literature and technical specifications to enable a comprehensive evaluation of the training package being offered.

The proposal must also include a detailed programme which is subject to fine tuning in agreement with NSO. NSO may ask for other specific topics to be fitted within the programme. A brief Work Proposal and Timetable addressing the above mentioned tasks must be submitted including information about the training modules which will be provided. The successful bidder must also respect the deadlines.

The successful bidder must include a Curriculum Vitae as well as a covering letter highlighting experience and expertise in organising training sessions.

- 3.2.6 The delivery of the training will be held at the National Statistics Office.
- 3.2.7 The successful bidder, who will be awarded the call, will have to perform the above tasks and any other related tasks requested by the National Statistics Office. Before the training, it is recommended that NSO will work closely with the successful bidder to better understand the organisation's mission and the people, in order to be in a better position to develop the materials and approach that will have the greatest impact on the managerial staff.
- 3.2.8 The provision of training services as outlined in these specifications and conditions shall also be subject to the [www.contracts.gov.mt/en/resources](http://www.contracts.gov.mt/en/resources), "General Conditions for Service Contracts". These general conditions will form an integral part of the contract that will be signed with the successful bidder/s.

## 4 Terms of Reference

- 4.1 Bidders are requested to submit the cost of services as specified in ANNEX 1.

## 5 Communication

- 5.1 No clarification meeting will be held before the closing date but any query shall be addressed only to [personnel.nso@gov.mt](mailto:personnel.nso@gov.mt) up to Tuesday 31<sup>st</sup> May 2016. Any communication between interested parties and the NSO shall be conducted in writing.
- 5.2 No quotation may be altered after the closing date.

## 6 Submission, closing date, opening of submissions

- 6.1 Bidders are to present their offers on the prescribed form as per ANNEX 1. **Only** quotations submitted in the stipulated format will be considered.
- 6.2 Interested Parties, when submitting their offer are expected to provide a complete and comprehensive response to this call. Responses should include the following:
  - a) Bidder's details and quotation as per Annex 1;

- b) Proposal and Timetable (as per deliverables stated above in Section 3.2 – Results to be achieved by the Consultant);
- c) Profile/CVs (a profile of bidder's activities and experience in the specific fields highlighting those that are related to the areas of this assignment including credentials for undertaking the exercise, together with a summary of important projects)
- d) Personnel Profiles – if applicable (The CV and profiles of each one of the personnel being proposed for the delivery of the tasks with respect to the services to be provided in the exercise, highlighting their professional capabilities and background must be submitted. Direct experience on similar projects should be included).
- e) Additional Information (any additional information that the bidder deems valid to his/her response).

6.3 The closing date is **10:00am of Friday 3<sup>rd</sup> June 2016**.

6.4 Bids are to be deposited in the Tender Box: National Statistics Office, Lascaris Valletta VLT 2000. It is the responsibility of the bidder to ensure that submissions are deposited in the Tender Box prior to the closing date and time.

## 7 Bid Evaluation criteria

Bids will be evaluated subject to the following two (2) phase criteria. The first phase will consist of the evaluation of the bid subject to the selection criteria. The second phase will consist of the evaluation of the bid according to the award criteria. It is also understood that any bids should also be first and foremost administratively compliant. This means that any prescribed forms must be properly filled in and any required documentation presented with the bid as per ANNEX 1. When checking and comparing offers, the Evaluation Committee may ask a bidder to clarify any aspect of his offer. They may in no circumstance alter or try to change the price or content of the offer, except to correct arithmetical errors discovered by the Evaluation Committee when analysing offers.

### 7.1 Selection Criteria

The selection criteria will consist of the following:

- The bidder's ability to perform the contract effectively, with high standards of quality and without interruption over the whole contract period and to meet all deadlines;
- The bidder's ability to undertake the actions stipulated within this Call for Quotations document and the know-how to target a variety of audiences;
- The bidder's clear understanding of this exercise and deliverables;
- The bidder's direct experience in similar projects.

Should bidders not meet the selection criteria, they will be excluded and not considered for the award criteria.

## 7.2 Award Criteria

The Evaluation Committee shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation as requested in Section 3 above. Only clarifications on the submitted information in respect of the latter may be eventually requested.

### 7.2.1 Technical Compliance – Technical Criteria – Total Average score out of 100

At this step of the evaluation process, the Evaluation Committee will analyse the administratively-compliant quotations' technical conformity in relation to the documentation requested by NSO as per Section 3.

When evaluating technical offers, each evaluator awards each offer a score out of a maximum 100 points in accordance with the technical criteria and any sub-criteria as outlined below. The aggregate final score is arrived at by calculating the arithmetical average of the individual final score of each evaluator.

#### Evaluation Grid

<b>Criterion</b>	<b>Maximum Score Possible</b>
<b>Proposal Comprehensiveness:</b> Bidders are being requested to provide details of the training contents and a full explanation of how the bidder intends to reach the objectives and deliverables outlined in Section 3	45
<b>Bidder's Profile:</b> The experience in management and leadership development programmes, together with CVs of experts will be reviewed	35
<b>Timetable of Activities:</b> The timing sequence and duration of the proposed activities need to be presented	20

Only quotations with average scores of at least 60 points will qualify for the financial evaluation.

Out of the quotations reaching this minimum threshold, the best technical offer is awarded 100 points. The others receive points calculated using the following formula:

Technical Score =  $\frac{\text{final score of the technical offer in question}}{\text{final score of the best technical offer}} \times 100$

### 7.2.2 Financial Evaluation

The financial offers for quotations which were not eliminated during the technical evaluation (those which have achieved an average score of 60 points or more) will be evaluated.

The Evaluation Committee will check that the financial offers contain no arithmetical errors.

### 7.2.3 Criteria of Award

The sole award criterion will be the price. The call for quotations will be awarded to the **Cheapest Technically Compliant offer satisfying the administrative and technical criteria.**

NSO reserves the right to refuse even the most advantageous offers made, or to withdraw this call as may be deemed in its best interest. The final selection shall be at the sole discretion of NSO, and NSO is not bound to give any justification for the selection made or decisions taken.

Prior to the expiration of validity of offers, NSO will notify the successful bidder, in writing, that his/her quotation has been recommended for award by the Evaluation Committee, pending any appeal being lodged in terms of Part II, Regulation 21 of the Public Contracts Regulations. The unsuccessful bidders shall also be notified of the outcome of the evaluation process. The result will be published on the Notice Board at the National Statistics Office, Lascaris, Valletta.

In no circumstances will the National Statistics Office be liable for damages, whatever their nature or relationship to the cancellation of a quotation. The publication of a contract notice does not commit NSO to implement the training programme announced.

## 8 Terms of Payment

This is a global-price contract. The price must cover the whole of the works as described in this Call for Quotations. The bidder must provide a breakdown of the overall price in Euro (€). The price will include travelling, administration and planning costs and there should not be any extra fees invoiced.

The payments will be made according to the following schedule:

Interim Payment 1 upon completion of Phase 2 as outlined in Section 3 – 30%

Final Payment upon completion of the training and coaching sessions – 70%



Payments will be processed based on the bidder's Invoices setting out the services actually performed. The Invoices are to be approved by the Director General and subject to the approval of the corresponding reports. The total of the Invoices shall not exceed the quoted price in the financial bid attached to the quote.

## 9 Commencement Date and Period of Execution

The intended commencement date is Quarter 3 2016.

The period of execution of the contract will be 6 months from this date.

**End of Document** - Please submit your offer using ANNEX 1 template.