

Quotation No.:	MSA/2/2020
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MALTA STATISTICS AUTHORITY (MSA)

Call for Quotations for the Provision of Statistical Services relevant to the Construction Survey 2020 on behalf of the Malta Statistics Authority

DATE PUBLISHED	30 th April 2020
CLOSING DATE	15 th May 2020

The closing date is **10:00am of Friday 15th May 2020.**

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

Call for Quotations for the Provision of Statistical Services relevant to the Construction Survey 2020 on behalf of the Malta Statistics Authority

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, MSA is seeking the services of a suitably qualified Service Provider, for the Provision of Statistical Services relevant to the Construction survey 2020 to the National Statistics Office. 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.

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 need to be sent by email to the attention of procurement.nso@gov.mt 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 The contracting authority 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, the contracting authority shall not be liable to give any reason whatsoever.
- 2.2.2 Subject to Clause 2.2.1, the contracting authority 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 Objective

The Construction survey forms part of the Purchasing Power Parities Survey. Pricing a construction project involves collecting unit prices with which to value its components and summing the values obtained to arrive at a total price for the project. PPPs for construction are calculated with the total prices for a set of construction projects. The set covers three types of structures: residential buildings, non-residential buildings and civil engineering works.

Eurostat’s contractor will formulate and adapt the pricing questionnaire as well as the accompanying documentation for the 2020 survey. The Standard Survey Report Form is found in Annex B.

Eurostat’s contractor will integrate updated item specifications agreed with National Statistics Institutes (NSIs) and Construction Experts (CEs), and ensure they are updated on the 2020 Survey and Item List Management Tool (ILMT) and appear in the Validation Tool (VT).

The below table sets out the minimum pricing levels required for the 2020 survey:

<u>Detached house</u>	<u>Key items</u>
<u>Portuguese or Nordic house</u>	<u>Fully priced</u>
<u>Apartment</u>	<u>Fully priced</u>
<u>Renovation of detached house</u>	<u>Fully priced</u>
<u>Light industrial building</u>	<u>Key items</u>
<u>Office Building</u>	<u>Fully priced</u>
<u>Asphalt road</u>	<u>Fully priced</u>
<u>Bridge</u>	<u>Key items</u>

Data for the construction of asphalt road and bridge is being provided by administrative source. Thus, there is no need for price collection of rates for these two structures.

3.1.1 The overall objective of this call is to subcontract the running of the Construction survey 2020 on behalf of NSO in line with recommended methodology. The successful bidder will be required to conduct this survey in liaison with EUROSTAT and its contractor.

The selected bidder is expected to actively participate in the various phases of the Construction survey. His/her main responsibilities include:

Description of tasks:	Timeframe:
Update of BQs	April 2020
Distribution of survey material to NSIs	30 April 2020
Price collection	May to Jul 2020
Survey data + report (sections 1+2) via Edamis	31 July 2020
Validation - intra-country/cleaning	August 2020
Finalisation of questions VR1	30 September 2020
Discussion of interim results	November 2020
Finalisation of questions	January 2021
Resolving last data issues	March 2021
Approval of survey results in VT and closure of validation	March 2021
Survey report (section 3) via eDAMIS	April 2021

3.1.2 Process

The construction survey has four phases: the preparation and planning phase, the price collection and price reporting phase, the inter-country validation phase and the evaluation phase. Each phase has a number of steps. These are listed in the timetable in Box 11.1 together with who carries out the step – countries, EU consultants or Eurostat - and the month when the step is to be implemented. With reference to the timetable above, price collection and updates of the bill of quantities can be carried out in three months – May, June and July of the reference year – whilst inter-country validation process takes nine months. The validation period is lengthy in order to ensure that the unit prices with which the components of the standard construction projects valued are comparable. The transmission of the updated bill of quantities and the report will be followed by a number of queries.

Although not real structures, the standard construction projects are based on actual construction methods and practices. Like actual construction projects, they consist of a number of major components, such as earthworks, concrete works, masonry, roofing, etc. Each major component comprises of a number of elementary components, such as: the mechanical excavation of the terrain; the mechanical excavation of foundation trenches; the supply, transport, dumping and compacting of spoil for foundation trenches; the supply, transport, dumping and compacting of crushed aggregate for foundation trenches; etc. Each standard construction project has its major components

and their elementary components itemised and defined in a product specification called a bill of quantities. In addition to detailing the components, the bill of quantities also provides a preamble describing the project, its location and other factors that need to be taken into account when pricing it. Each bill is accompanied by a set of technical drawings. Well pricing guidelines are also provided.

Box 11.1: Timetable for construction price survey of year t

Phase	Step	Who	When
Preparation and planning	01. Preparation of documentation for PPP Working Group meeting	EU consultant; Eurostat	Jul-Sep (t-1)
	02. PPP Working Group meeting: planning of survey	Countries; EU consultants; Eurostat; OECD	Nov (t-1)
	03. Preparation and distribution of project specifications and other survey materials	EU consultants; Eurostat	Jan-Apr (t)
Price collection and reporting	04. Price collection	Countries	May-Jul (t)
	05. Price file and sections 1 and 2 of survey report sent to Eurostat	Countries	Jul (t)
Inter-country validation	06. Data cleaning and checking	Countries; EU consultants	Aug (t)
	07. Calculation of 1 st Quaranta table	EU consultants; Eurostat	Sep (t)
	08. Analysis of 1 st Quaranta table	Countries; EU consultants	Sep-Nov (t)
	09. PPP Working Group meeting: discussion of interim results	Countries; EU consultants; Eurostat; OECD	Nov (t-1)
	10. Calculation of 2 nd Quaranta table	EU consultants; Eurostat	Dec (t)
	11. Analysis of 2 nd Quaranta table	Countries; EU consultants	Dec (t)-Mar (t+1)
	12. Calculation of 3 rd Quaranta table	EU consultants; Eurostat	Mar (t+1)
	13. Analysis of 3 rd Quaranta table	Countries; EU consultants	Mar-Apr (t+1)
	14. Calculation of final Quaranta table	EU consultants; Eurostat	Apr (t+1)
	15. Approval of survey results and closure of validation	Countries; EU consultants	Apr (t+1)
Evaluation	16. Section 3 of survey report sent to Eurostat	Countries	Apr (t+1)
	17. Validated survey results used in calculation of preliminary PPPs for GDP for t	Eurostat	Jun (t+1)
	18. PPP Working Group meeting: evaluation of survey results	Countries; EU consultants; Eurostat; OECD	Nov (t+1)

3.1.3 Together with the Construction survey, as part of the PPP survey, it is also being requested to provide estimates for the construction and finishing costs of a typical terraced house, a one, two and three bed-roomed flat for 2019-2020. For more information on these bills of quantities, refer to [Annex A](#) which provides the data for 2010-2012 as an example.

3.1.4 Results are fully verified by NSO and the Commission. Results are compared with other countries and thus, explanations are to be provided for divergences in rates. In this regard, the successful bidder might be requested proof of his/her workings by both NSO and Eurostat. The successful bidder is expected to attend to country meetings once every two years. Travelling and

accommodation expenses will all be covered. A report highlighting the main points of discussion needs to be provided to NSO.

3.2 Other Conditions

3.2.1 Bidders shall submit, together with their offer, all necessary literature and technical specifications to enable a comprehensive evaluation of the package being offered. The successful bidder must include a Curriculum Vitae as well as a covering letter highlighting experience and expertise in carrying out such survey work. The successful bidder must also respect all deadlines.

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 procurement.nso@gov.mt till 8th of May 2020. Any communication between interested parties and the contracting authority 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:

- Bidder's details and quotation as per Annex 1;
- Proposal and Timetable (as per Section 3 – Contract Objectives and Expected Results);
- 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)
- 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).

- Additional Information (any additional information that the bidder deems valid to his/her response).

6.3 The closing date is **10:00am of Friday 15th May 2020**.

6.4 Bids are to be sent by email to the attention of procurement.nso@gov.mt. It is the responsibility of the bidder to ensure that submissions are received 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/her 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;
- 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 Section 3 may be eventually requested.

7.2.1 Financial Evaluation

The financial offers for quotations will be evaluated for those offers which were not eliminated during the technical evaluation.

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

7.2.2 Criteria of Award

The call for quotations will be awarded to the **Technically Compliant offer satisfying the administrative and technical criteria.**

The contracting authority 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 the contracting authority, and the contracting authority is not bound to give any justification for the selection made or decisions taken.

Prior to the expiration of validity of offers, the contracting authority 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 Public Procurement Regulations, 2016, Part VII Reg. 242 (L.N 352/2016). 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 VLT 2000.

In no circumstances will the contracting authority be liable for damages, whatever their nature or relationship to the cancellation of a quotation. The publication of a contract notice does not commit the contracting authority to implement the survey as 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 (€) covering the services for one year. 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 price collection and report (section 1+2)

Final Payment upon completion of the final survey report

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 beginning of May 2020.

The period of execution of the contract will be of 16 months from this date.

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