

21st February 2019

REQUEST FOR QUOTATIONS

Certified Lead Auditors

The Malta Competition and Consumer Affairs Authority (MCCAA) is seeking quotations for the services of qualified quality auditors to carry deliver certification related services:

- a) Carry out third party audits in line with standards and regulations as required by the MCCAA.
- b) To prepare audit reports that provide sufficient information to certify MCCAA clients and/or to confirm existing certifications.
- c) Participate in activities as may be required by the Director – Standardisation.
- d) Participate in other activities and duties required by the MCCAA.

Selected auditors shall have a pertinent Malta Qualifications Framework Degree at Level 6, have an accredited Lead Auditor Certificate (International Register of Certificated Auditors or pertinent accredited body), competent in the technical fields of the MCCAA client's activities and be available to carry out audits in accordance with internal MCCAA policies, standards, regulations, procedures, guidelines and work instructions. The number of hours required for each audit will be determined by the MCCAA.

Terms and conditions shall apply as determined by the MCCAA, including management of competing interests and confidentiality.

Interested providers may submit quotations and include the below documentation:

- CV [Updated list of qualifications];
- Recognition of qualification on the Malta Qualifications Framework (MQF) in case of courses not at the University of Malta;
- Proof of competence in the technical fields of the MCCAA client's activities.
- Proof of accreditation as Lead Auditor Certificate (International Register of Certificated Auditors or pertinent accredited body).
- competence in the technical fields of the MCCAA client's activities.
- Scanned copy of signed Appendix A;
- Updated police conduct;
- Declaration that service provider do not fall under any of the grounds listed under Part VI of L.N. 352/2016;

- Price per hour excluding VAT (*VAT component, inclusive of registered VAT number, is to be quoted separately. Any other taxes/charges, discounts and applicable customs and any import duties are to be included in price*).

Kindly refer any enquiries to MCCAА by contacting us on: procurement@mccaa.org.mt.

All submissions, to be submitted on the above e-mail address by **not later than 15th March 2019**.

Late quotations will be rejected and will not be considered for evaluation. No liability will be accepted for rejection of late quotations. The MCCAА reserves the right to cancel the request for quotation and agreement at any time with no liability on the part of the MCCAА.

**Appendix A
DECLARATION OF INTERESTS**

If the provided space is not sufficient or any additional documents need to be attached please use separate sheets and indicate the number of attached sheets in this box

Name and Surname: _____ ID: _____

E-mail: _____ Mob: _____

Please list below all interests if any:

1. Employment¹ in the previous three years² or current employment:

2. Financial interests³ in the sectors regulated and certified by the MCCA⁴:

3. Grant/ Funding to organisation/ institution⁵

¹ Employment means any form of occupation, part-time or full-time, paid or unpaid, including self-employed and consultancies. Unpaid placements which are part of a course leading to a degree shall be declared in section but do not constitute employment nor a conflict.

² Three years is the cooling off period but you may provide information on interests over 3 years.

³ If these financial interests are in the form of funds and they are not diversified (i.e., they are exclusively based on a sector) and are not independently managed (i.e., the investor has influence on their financial management), then the interest has to be declared and funds must be divested. If the funds are diversified and are independently managed and there is no real or perceived COI, then there is no requirement to divest.

⁴ List available on the following URL: <https://mcaa.org.mt/Section/Content?contentId=1250>

⁵ Grant or other funding to an organisation/institution means any CURRENT funding received from a company regulated by the MCCA by an organisation/institution to which the employee belongs, or for which he/she performs any kind of activity, and which is used to support any activity of the employee whether or not it is related to research work. (CURRENT is interpreted at time of completion of this form)

4. Personal Interests, other than those in the areas regulated by the MCCA⁶

5. Other interests or facts, which you consider should be made known to the MCCA including research and academic activities and matters relating to close family members⁷:

I do hereby declare on my honour that, to the best of my knowledge, the only direct or indirect interests in the sectors regulated by the MCCA I have currently (at the time of completion of the form) or have had (in the last 3 years) are those listed above. I further declare on my honour that, to the best of my knowledge, personal interests, other than interests in sectors regulated by the MCCA, which I have currently (at the time of completion of the form) those listed above. I understand that appointment to any employment or activity or grant of any fellowship at the MCCA is conditional upon compliance with the conditions of approval. I further declare that should any changes occur and should it appear that I have or acquire additional interests that should be made known to the MCCA, I shall forthwith declare them and complete a new declaration of interests form.

Signature

Date

⁶ Interests in other entities possibly providing services to the Authority (i.e. in the areas of IT, infrastructure, catering, transport). Positions (either a managerial role or other influential roles) in a governing body (irrespective if such position is paid or not) of a professional organisation with an interest in any field regulated by the MCCA.

⁷ First-line members of the family of the fellow (i.e. a spouse or a partner, children and parents). The names of these persons need not be declared. Matters related to close family members that need to be disclosed include any known financial interests, including any funds or other forms of financial instruments, which are or may be perceived to constitute a Col. If these financial instruments or funds are not diversified and independently managed, then the employee will be restricted from carrying out any work related to that organisation associated with the fund/financial instrument. If the funds/financial instruments are diversified and independently managed, no restrictions will apply.