

MALTA COMPETITION AND CONSUMER AFFAIRS AUTHORITY

REQUEST FOR QUOTE

The Malta Competition and Consumer Affairs Authority (MCCAA) would like to receive quotations for the service of:

DESCRIPTION OF THE PRODUCT OR SERVICE**Description: Project Title**

Administrative and Technical Secretariat to Support the Legislation Process Lifecycle

Relevant Background

The Technical Regulations Division (TRD) within the Malta Competition and Consumer Affairs Authority (MCCAA) participates and provides input during the legislation process lifecycle of technical regulation at both national and European levels. The TRD is also responsible to draft legislation in relation to its areas of competence, namely product safety and pesticides control. Throughout the process lifecycle, the TRD seeks to formulate evidence-based positions by taking into consideration consultations held with stakeholders, as well as available literature, information and knowledge. Legislative proposals in which the TRD is involved or that may be involved in the coming months include, but are not limited to:

- Toy safety
- Safety of chemicals
- Restrictions of products, substances and/or mixtures
- Labelling and eco-design of energy products
- Construction products
- Pesticides
- Fluorinated greenhouse gases
- Ozone depleting substances
- Quality products

Objectives and Expected Results**Objectives**

The overall objective is to receive services of an administrative and technical secretariat to support the MCCAA throughout the legislation process lifecycle of technical regulation at both national and European levels.

Results to be achieved

Administrative and technical secretariat services supporting the MCCAA in the formulation and submission of evidence-based positions throughout the legislative process lifecycle of technical regulations, particularly whilst discussing such legislative proposals at European Union level, as well as the implementation stage.

Project Description

The TRD performs market research and analysis, consults relevant stakeholders, reviews literature and information available and considers knowledge available to formulate evidence-based positions. The purpose of these activities is to gather and review relevant information to be able to identify priority areas within the national context and address them during the legislative process lifecycle. The goal is to ensure that, through legislative proposals, consumer welfare is enhanced and fair trading prevails.

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In this respect, the successful bidder will, amongst others, be required to:

- Compile and maintain up-to-date a comprehensive sectorial list of the key stakeholders and economic operators in Malta;
- Organise and/or lead consultations with relevant stakeholders;
- Provide assistance on the planning, handling of contractors and reviewing of reports on market research and analysis;
- Research and review data, statistics, literature and other available information;
- Gather information from MCCAA officers and other relevant entities, as required;
- Support the Authority with gathering information about:
 - the issues faced by consumers and economic operators in Malta in relation to sectors falling under the remit of the TRD,
 - how economic operators operating in the sectors under the remit of the TRD operate, are organised and structured,
 - and the supply and marketing chains.
- Assist the Authority with the identification and updating of strategic areas on which it should focus and prioritise during the legislation process lifecycle;
- Write notes and reports by taking into consideration all information gathered and reviewed from consultations, data, statistics, literature and other available sources;
- Present written notes and reports;
- Address queries on the written notes and reported, and update them accordingly, if required;
- Submit approved written notes and reports to the relevant parties as instructed.

Project Management

The Contracting Authority will designate a project manager to act as the main liaison person with the successful bidder.

Logistics and Timing

The successful bidder is expected to work on an on-demand basis throughout the duration of the contract and adhere with strict deadlines stipulated by the Contracting Authority for the writing and submission of notes and reports. The total number of service hours being requested is 285 hours per annum.

Commencement Date and Period of Execution

The project will commence upon confirmation in writing by the Competent Authority that the project is awarded to the successful bidder. The maximum value of the contract shall be €20,000 over a period of two (2) years. The contract will be considered finalised when either the maximum contract value is reached or two (2) years elapse from the date of commencement, whichever comes first. The maximum hourly rate shall be capped at €25. The Contracting Authority may terminate the contract in case of unsatisfactory performance.

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Interested bidders are to send their motivation letter **clearly stating which of the following areas they are applying for: (a) Product safety and (b) Pesticides control**, together with a detailed CV; copies of academic qualifications and, if awarded by foreign educational institutions, a recognition statement of qualification at an MQF level as issued by the Malta Qualification Recognition Information Centre (MQRIC), if applicable; and corresponding detailed transcripts demonstrating the ECTS credits acquired.

Shortlisted bidders will be required to attend an interview and obtain a pass mark. The cheapest bidder(s) passing the interview will be selected in the areas (a) Product safety and (b) Pesticides control.

Note: A bidder may apply for more than one area.

Quantity: Two (2) for the area of Product safety, and one (1) for the area of Pesticides control

Delivery: No

Installation (if applicable): No

SPECIFICATIONS, REQUIREMENTS AND STANDARDS

The service should have the following requirements:

Product safety and other related areas

The winning bidder must be in possession of, at least, a recognised qualification at MQF level 7 (subject to a minimum of 90 ECTS credits) in Electrical, Mechanical, Automotive or Structural Engineering, Chemistry, Pharmacy, Chemical or Food Sciences, or an appropriate, recognised, comparable qualification that provides knowledge directly related to MCCAA regulated products.

Pesticides control and other related areas

The winning bidder must be in possession of, at least, a recognised qualification at MQF level 7 (subject to a minimum of 90 ECTS credits) in Chemistry, Pharmacy, Chemical or Food Sciences, or an appropriate, recognised, comparable qualification that provides knowledge directly related to MCCAA regulated products.

IMPORTANT: Bidders must be VAT registered.

DEADLINE FOR SUBMISSIONS

Time: 12pm (noon), local time

Date: 11th August 2023

ADJUDICATION CRITERION

Criterion: Cheapest

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Details: N/A

IMPORTANT NOTE

The contracted supplier may be bound by a confidentiality and/or non-disclosure agreement. All quotations must include a price breakdown of all expenses involved excluding any applicable VAT and other taxes. Quotations received after the deadline will not be considered. All emails should be sent to antoine.ellul@mccaa.org.mt .
