

## ***Tenderer's Technical Questionnaire***

A technical questionnaire is to be provided by the Economic Operator in response to the Technical Specifications. The submission shall be in a structured form and is to be in the same sequence as listed hereunder for ease of reference and evaluation.

**Failure to duly submit the information requested hereunder will result in disqualification of the offer.** Bidders must include this form as their technical offer. The technical questionnaire falls under Note 3 (No rectification is allowed).

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

The Technical Questionnaire shall constitute the following:

### **1. Personnel** <sup>(Note 2A)</sup>

The economic operator is to submit a list of key personnel and other staff proposed for the execution of the contract by filling in the attached Key Experts form. These key personnel are to include at least those listed in the Key Experts form. The same person may be nominated to cover more than one of the mentioned roles.

The Key Experts required for this tender are:

- i. Warranted Perit (warrant number to be declared);
- ii. Warranted Mechanical Engineer (warrant number to be declared);
- iii. Warranted Electrical Engineer (warrant number to be declared);
- iv. Licenced Stone Mason (copy of Mason's Licence to be submitted);
- v. Project Manager (MQF level 4 in related area of study) responsible for the works - to oversee and co-ordinate the works with the Supervisor in charge of the project. He or she shall act as a single point contact for the duration of works;
- vi. Accredited Occupational Health & Safety Officer; and
- vii. Key Expert 7: Electrician holding an Authorisation B- Three Phase Licence (Licence Number to be declared).
- viii. Key Expert 8: Welding & Fabrication designer (MQF level 4 in Welding & Fabrication or equivalent). To submit copy of certificate of qualification or certificate of competence.

The Economic Operators shall submit at tendering stage the below requisites to substantiate their claims in respect to the personnel nominated by requesting:

- (a) Self-declaration forms (related to conflict of interest) endorsed by the Key Personnel who are also Public Employees where applicable;
- (b) Warrant nos for the perit, the electrical and mechanical engineers;
- (c) Copy of Mason's Licence;
- (d) Copy of Electrician's Licence B; and
- (e) Copy of the qualification certification or certificate of competence of the Welder & Fabrication Designer

Economic operators are to declare that they would be in a position to confirm to the following:

		Confirm: Y/N
(a)	The Contractor shall have within the team an Architect & Civil Engineer (Perit) who shall assume overall responsibility, with the assistance of other Key personnel, for all works included in this tender.	
(b)	<p>The Architect &amp; Civil Engineer (Perit) shall be responsible for:</p> <ul style="list-style-type: none"> <li>• The coordination with the project manager of the project planning, and be responsible for all phases required in the proper execution of the works described in this tender.</li> <li>• The structural design, manufacture and installation of the metal frame structure and all other works included in this tender;</li> <li>• Supervision and coordination of works carried out both on site and in the workshop by the contractor's workers.</li> </ul>	
(c)	<p>The Mechanical Engineer shall be responsible for:</p> <ul style="list-style-type: none"> <li>• The coordination with the project manager &amp; perit of the project planning, and be responsible for all phases required in the proper execution of the mechanical engineering works described in this tender.</li> <li>• The mechanical engineering design, and installation of the mechanical engineering works included in this tender;</li> <li>• Supervision and coordination of works carried out both on site and in the workshop by the contractor's workers.</li> </ul>	
(d)	<p>The Electrical Engineer shall be responsible for:</p> <ul style="list-style-type: none"> <li>• The coordination with the project manager &amp; perit of the project planning, and be responsible for all phases required in the proper execution of the electrical engineering works described in this tender.</li> <li>• The electrical engineering design, and installation of the the electrical engineering works included in this tender;</li> <li>• Supervision and coordination of works carried out both on site and in the workshop by the contractor's workers.</li> </ul>	
(e)	<p>The licensed Stone Mason shall be responsible for:</p> <ul style="list-style-type: none"> <li>• The coordination with the project manager &amp; perit of the project planning, and be responsible for all phases required in the proper execution of the structural alteration works described in this tender.</li> </ul>	
(f)	<p>The Health &amp; Safety Officer shall be responsible for:</p> <ul style="list-style-type: none"> <li>• The coordination with the project manager &amp; Perit of the project planning, and be responsible for ensuring all health &amp; safety matters are in line with the requirements outlined in the Maltese legislation for all phases of works described in this tender.</li> </ul>	
(g)	The Electrician shall be responsible for:	

	The installation of the electrical works required for the project.	
(h)	Welding & Fabrication designer shall be responsible for:  The fabrication and welding of the structure	
(i)	The economic operator shall provide the Key Experts' CVs, certificates, and other supporting documents, if requested to do so during evaluation stage.	

## 2. Documentation and services required from the Contractor during the works <sup>(Note 3)</sup>

Economic operators are to declare that they would be in a position to provide the following:

		Confirm: Y/N
(a)	Attend regular site, management and progress meetings (Article 11 of the General and Special Conditions).	
(b)	<b>Submission of Performance Programme - Refer to Art. 15 of Section 3 Special Conditions</b>	
(c)	<b>Submission of the Contractor's Quality Plan (CQP)</b> , including procedures for steel works, (including welding), quality control of steel works (including welding) and certification of welders.	
(d)	Preparation of updated <b>Method Statements for all permanent works.</b>	
(e)	<b>Submission of detailed structural design and workshop drawings for the metal frame structure</b> (including details of finishing, flooring, railings, staircase, etc. ). This must be certified by a warranted Architect & Civil Engineer	
(e)	Preparation of a Risk Assessment and Health & Safety Plan.	

Table 1. Documentation required from the Contractor.

## 3. Technical Offer <sup>(Note 3)</sup>

The economic operator must provide at tender-stage a WORK PLAN for the execution of the tendered works.

The work plan shall include the following documents

- a) Detailed Method Statement.
- b) A Construction Management Plan;
- c) A Risk Assessment;
- d) A Gantt chart (programme of works).

	Work Plan Component	Document or File Name:	Self assessment: Compliant Y/N
(a)	A Detailed Method Statement explaining the processes being proposed to execute the different works proposed. This document must clearly illustrate how the tenderer expects to achieve the requirements set out in the tender specifications.		
(b)	A Construction Management Plan which shall include a detailed site logistics and plant locations clearly outlining hoarding, site storage, the use of machinery and equipment, the human resources that the tenderer		

	envisages to deploy for the completion of the works, and shall take into account the problems of access into the site. The plan may include drawings or sketches illustrating site dynamics and logistics.		
(c)	A Risk Assessment		
(d)	A Graphic Work Schedule (Gantt Chart/programme of works) demonstrating how the work will be phased to be completed within the required time frame as per Article 32 of the Special Conditions. The detailed Programme of Works, (Gantt chart) shall identify each activity, indicating the dates when works in their various phases would be undertaken and include interim milestones.		
	Proposed duration of works	40 weeks	

Table 2. Detailed Work Plan components.

#### 4. Specification of materials and products to be used during the works. <sup>(Note 2B)</sup>

Bidders must clearly state and provide details of the materials and products in relation to the Specifications requested under Section 4 - Technical Specification to demonstrate compliance with the said specifications.

The bidder must list the manufacturer/brand for the items listed in the Table 4 below.

	Material type	Reference in Section 4 - Technical Specifications	Product/Brand name/reference	Self-assessment: Compliant Y/N
(a)	Laminated Frameless Glass Railing	Cl. 2.05		
(b)	Wood laminate parquet flooring	Cl. 2.06		
(c)	Archival Storage System	Cl. 3		
(d)	Water based paint system	Cl. 4		
(e)	Gypsum Plasterboard system	Cl. 5		
(f)	Doors as described in BOQ & Door schedule	Cl. 6		
(g)	UV protection film for External Glazing	Cl. 6.20		

	<b>Electrical Power &amp; Lighting</b>			
(h)	Light Fittings , all types	Cl. 7.4.3		
(i)	Switches, socket outlets, PVC	Cl. 7.4.4		
(j)	Distribution boards	Cl. 7.4.7		
(k)	MCB, RCD, RCBO	Cl. 7.4.8		
	<b>Fire Detection &amp; Alarm</b>			
(l)	Fire alarm cable	Cl. 8.4		
(m)	Conventional detectors	Cl. 8.4		
(n)	Addressable call points	Cl. 8.4		
(o)	Sounder/ sounder/beacon	Cl. 8.4		
(p)	Interface units	Cl. 8.4		
	<b>CCTV</b>			
(q)	Megapixel camera	Cl. 8.5.3.3		
(r)	NVR	Cl. 8.5.3.4		
(s)	Network Video Management Software	Cl. 8.5.3.5		
	<b>Furniture</b>			
(t)	Reception Desk	Cl. 9.1		
(u)	Book Trolleys	Cl. 9.2		
(v)	Plan Chest Drawers	Cl. 9.3		
(w)	Reading Desks	Cl. 9.4		
(x)	Metal reading Chairs	Cl. 9.4.5		
(y)	Swivel Chairs	Cl. 9.5		
(z)	Entrance Floor matting	Cl. 9.6		

Table 3. Information of materials.

Tenders are to note that:

- a) Bidders cannot change the Manufacturer/Brand during the evaluation stage as the submission of the technical offer falls under Note 3 (No rectification is allowed).
- b) The technical offer must be in conformity with the specifications requested under Section 4 - Technical Specifications.
- c) Furthermore, the respective supporting documents and printed manufacturer's technical literature (as per list marked "Literature List") must be submitted at tender stage.
- d) The bidder cannot change the brand of the material that he has proposed during the implementation of the contract without written authorization of the Supervisor.