



17<sup>th</sup> August 2020

**REFERENCE NUMBER: MGOZ/MPU T 63/2020**

**Destinations SMEs procurement Pilot 2 (2020): Tender for the provision of management, administrative and logistical support**

**Clarification No. 2**

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## Clarification Request

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**Question 1:** Would these 10-30 hours weekly be planned fairly in advance by the contract authority so that the employee would know how many times per week she/he is going to work?

**Answer 1:** As stated in Article 4.1.1 of Section 3 in the tender document and in Clarification No.1, the distribution of hours will vary according to the needs of the beneficiaries of the service.

**1. There is no guarantee that the weekly programme of works will be planned in advance. It will be set out as the assignment and work programme develops according to the various assignments at hand and the opportunities that will develop.**

**Question 2:** Can you please confirm the office location from which the employee is going to work? Is it the Ministerial Procurement Unit – Ministry for Gozo St Francis Square, Victoria VCT 1335, Gozo?

**Answer 2:** As per tender specifications, the office location will be in Gozo, but as yet, this cannot be confirmed. It may be anywhere in Gozo but not necessarily in Victoria.

**Question 3:** Will the employee be provided with the basic IT equipment (computer, etc) to be able to do the reporting, minutes taking, etc?

**Answer 3:** As stated in Article 6.3 of Section 3 in the tender document, 'The Contractor/s shall ensure that their employees are adequately supported and equipped.' The Contractor shall use his own hardware for the basic office management chores.

**Question 4:** Is there any flexibility on the 10-30 hours per week where the employee can work partly from home?

**Answer 4: Although some degree of flexibility may become possible, there is no guarantee that this will be the case.**

Question 5: Can you explain more what is expected by "register on a daily basis their presence (including clock-in and clock-out times) at the Premises on a document provided for this purpose." since in the previous clarification it was mentioned that work can be done remotely? The employee will be based in Gozo.

**Answer 5: There is no guarantee that work can be done remotely. Bidders are to assume that all work will be conducted from a provided location. Remote working arrangements for specific tasks may be agreed to, yet this should be expected to be the exception not the rule. It bears repeating that this job is based in Gozo.**

**Whatever the arrangement, working hours are to be recorded in detail, and shall form the basis for the payment.**

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All other tender documents, conditions and requirements, which are not superseded by this Clarification, remain in place.