



30th November 2021

REFERENCE NUMBER: SPD3/2021/028

**FRAMEWORK AGREEMENT FOR THE CONSERVATION-RESTORATION SERVICES OF CIVIL STATUS
REGISTERS AND ENROLMENT VOLUMES, NOTARIAL VOLUMES AND OTHER DOCUMENTS FOR
THE OPERATIONS DIVISION WITHIN THE MINISTRY FOR GOZO**

Clarification No. 3

Clarifications

Question 1: Can any photos of the volumes be supplied?

Answer 1: At this stage no further information other than that given in the published documents can be provided and hence no photos can be supplied.

Question 2: Also, are there any photos indicating a volume considered in a “Fair State of Condition” and another considered in a “Rapidly deteriorating State” and needs urgent treatment?

Answer 2: Kindly refer to Answer 1 above.

Question 3: Are we able to put more than 1 volume in a storage box after restoration? If so, how many?

Answer 3: As per Clause 4.1.1 in Section 3 of the tender document, the action plan includes ‘boxing systematically into groups for storage and/or access.’

Furthermore, as per Clause 4.2.1, ‘Appropriate archival quality, acid free and lignin free boxes are to be provided. Proper labeling of the boxes should be carried out as indicated by the contracting authority.’

Question 4: Once any volumes are treated for disinfestation, will it be ensured they are not placed next to other possibly infested volumes from your end?

Answer 4: The specific activities and responsibilities of the Contractor are listed in Clause 4 of Section 3 in the tender document. After the volumes are returned to the Contracting Authority, it would then be its responsibility to ensure that they are kept in an appropriate manner.

Question 5: Will the volumes be arriving all together or in various lots?

Answer 5: As per Clause 5.2 in Section 3 of the tender document, for each task, 'The number of books allocated to the conservation-restoration assignment shall be determined according to the Departmental Expert's Condition survey report'

Question 6: Are there any other type of documents in these lots other than volumes, for example maps, plans, photographs, etc.?

Answer 6: As per Clause 2.1 of Section 3 in the tender document, 'The overall objectives of the project of which this contract will be a part are as follows:

- The conservation-restoration services of Civil Status Registers and Enrolment volumes held at the Public Registry in Gozo**
- The conservation-restoration of the archival material and any other documents pertaining to the Notary to Government and any other offices within the Operations Division at the Ministry for Gozo'**

Question 7: Also, if the Key Expert is a public employee, is there a minimum number of hours they must be present during the project.

Answer 7: There is no minimum hours as such services are fully within the remit and full responsibility of the contractor. Kindly be reminded that nominated key experts need to sign the Statement of Availability declaration form (besides the other forms) in which they declare their availability in the above-mentioned tender procedure in case of award. They further declare that they able and willing to work for the period(s) foreseen for

the position, even if there are delays in the conclusion of contract beyond the validity of offers, for which my CV has been included in the event that this tender is successful.

They would be further confirming that, during the implementation stage of this contract they will not be engaged in another project in a position which will prevent them from providing the services for which they are being nominated for this tender.

Furthermore, they confirm that they are aware, that if they are not available at the expected start date of their services for reasons other than ill-health or force majeure, they may be subject to exclusion from other tender procedures and contracts and that the notification of award of contract to the tenderer may be rendered null and void.

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

*Sectoral Procurement Unit 3
Sectoral Procurement Directorate*