



**BUILDING & CONSTRUCTION
AUTHORITY**

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DEPARTMENT REFERENCE NO: **EOI 2/2022**

**EXPRESSION OF INTEREST (EOI)
FOR THE
PROVISION OF I.T. Support Services**

DATE PUBLISHED: 18th April 2022

CLOSING DATE: 31st December 2022

1. Background Information on the Building & Construction Authority (BCA)

The Building & Construction Authority (BCA) has been established in April 2021 with the publication of ACT NO. XIV of 2021, enacted by the Parliament of Malta.

The BCA is responsible for the design, implementation, and dissemination of policies, together with the consolidation and review of laws and regulations, in the form of a national building code. The Authority is authorized to collaborate with other agencies, corporations, authorities, government and non-government entities and other persons for the carrying out of all the necessary preparations to set up the Building and Construction Authority.

Mission

To ascertain that core aspects of a Building's life cycle are executed through the generation of up-to-date Regulations that are implemented effectively and efficiently in a Controlled Environment. To spearhead the creation of a construction related eco-system embracing Good Governance, policies and tailormade practices that support Networking platforms, promoting compliant and Sustainable Buildings.

Vision

To maximize on the value added and sustainability of building regulations by leveraging core Competences based on efficient Compliance practices and excellence in Customer Service. Promoting a Qualitative evolving local construction related fabric, whereby Contractors and Developers become an Intrinsic part of the dynamic market, embracing change.

2. Scope of the EOI and Professional Service

The scope of the Expression of Interest is to invite local I.T. companies to submit their interest in giving a professional service to the Authority, including, but not limited to:

- Desktop Support Service including the following:
 - Management of Desktop Equipment.
 - Data Networking and Telephony.
 - Handling of IT issues that users might have.
 - Interaction with MITA for services and second level support.
- Support in the design and setup of an office IT infrastructure including the design and setup of a data room.
- Any other related tasks.

3. Duration of Service

It is being envisaged that the Contract for Service will be for a period of 4 months, from the date of last signature. No new tasks shall be allocated after the duration of service. However, any pending tasks by the time of contract's closure shall continue to be performed until reaching satisfactory completion, thus, without the possibility to claim extra charges. Needless to say, that the management's distribution of work should be reasonable and well calculated when approaching the end of contract, to avoid unnecessary pressures and/or discontent within.

4. Remuneration, Schedule of performance, and Payment Terms

Remuneration, schedule of performance and payment terms are indicated in the below as follows:

- Remuneration shall be €2,500 Exclusive of VAT per month to a total of €10,000 Exclusive of VAT for the whole duration of the contract (4 months), based on an average of 20 hours per week (from Monday to Friday), at the Authority's office.
- Remuneration's adjustments shall be made in accordance with the total number of hours contracted and period of duration, as agreed between the Authority and selected Professional.
- Selected professionals will be expected to perform their duties at the BCA's offices between 8:00 am and 12:00 pm, whereas the management remains flexible to accommodate as much as possible, though, within reasonable limits.
- Payments shall be affected by Bank Transfer upon submission of monthly invoice, at the beginning of the subsequent month.

5. Clarifications

BCA will try its best endeavors to clarify matters within a very reasonable time. Those who are interested and would like to pose some clarifications may do so by following the below guidelines:

- Interested professionals may submit clarification requests to the Building & Construction Authority by sending an email to procurement.bca@bca.org.mt

- Interested professionals are advised that clarification notes and any amendments to the EOI will be uploaded on the Authority's website <https://bca.org.mt> in the EOI's section.

6. Eligibility Requirements

Companies quoting for the provision of the services should provide Technicians that are Microsoft certified and should present their updated certifications.

Individuals interested in providing these services are also encouraged to apply.

7. Submission of Interest

Submissions should follow the below guidelines:

- Individuals who are interested to apply must do so by sending an email to procurement.bca@bca.org.mt as early as possible, indicating the subject as **EOI 2/2022**.
- A submission must include in it a company profile plus CV's of the resources being proposed for the delivery of the service, portraying qualifications and experience so far, and where possible a profile of services already provided to businesses and/or Government Ministries/Departments/Entities.
- It must also include a copy of the Microsoft Certifications.
- Submissions will continue to be received and considered during the course of year 2022 or until the Authority will meet its demand.
- All submissions will be acknowledged and treated in strictest confidence.

8. Selection Criteria

Selection will follow the criteria as expressed in the below:

- Preference will be given to resources already having previous experience in providing such services to government entities
- Interviews will be held.

9. Right of Refusal

The Authority reserves the right not to consider any of the submissions, since participation in this process does not give prospective organizations and candidates the right to be engaged. The decision of the BCA will be final and binding on all participants.