



REFERENCE NUMBER: T001/NTM/COASTRUST

WORKS TENDER FOR MARINE CONSERVATION FISH SURVEYS FOR COASTRUST PROJECT

Date Published: 6th January 2026

Deadline for Submission: 10th February 2026 at 12:00CET

Tender Opening: 10th February 2026 at 14:00CET



*This project is co-funded by the European Union in the
framework of the Interreg Euro-MED Programme.*

Xrobb l-Għagin Nature Park
Limits of Marsaxlokk, MXK 4080, Malta
Tel: +356 99062679 e-mail: gayle@naturetrustmalta.org

Table of Contents

| | |
|--|-----------|
| Table of Contents | 2 |
| SECTION 1 - INSTRUCTIONS TO TENDERERS | 4 |
| 1. General Instructions | 4 |
| 2. Timetable..... | 4 |
| 3. Lots..... | 4 |
| 4. Variant Solutions | 5 |
| 5. Financing | 5 |
| 6. Clarification Meeting/Site Visit/Workshop | 5 |
| 7. Selection and Award Requirements..... | 5 |
| 8. Tender Guarantee (Bid Bond)..... | 6 |
| 9. Criteria for Award | 6 |
| 10. Submission of Tenders..... | 6 |
| SECTION 2 - APPEALS | 7 |
| SECTION 3 - SPECIAL CONDITIONS..... | 8 |
| Article 1: Notices and Written Communications | 8 |
| Article 2: Supply of Information..... | 8 |
| Article 3: Assistance with Local Regulations..... | 8 |
| Article 4: Obligations of the Contractor | 8 |
| Article 5: Medical, Insurance and Security Arrangements..... | 8 |
| Article 6: Intellectual and Industrial Property Rights | 9 |
| Article 7: Scope of the Services | 9 |
| Article 8: Personnel and Equipment | 9 |
| Article 9: Execution of the Contract | 9 |
| Article 10: Delays in Execution..... | 10 |
| Article 11: Amendment of the Contract | 10 |
| Article 12: Interim and Final Progress Reports | 10 |
| Article 13: Payments and Interest on Late Payment | 10 |
| Article 14: Pre-Financing Guarantee | 10 |
| Article 15: Breach of Contract | 11 |
| SECTION 4 -TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE^(Note 3) | 12 |
| 1. Background Information..... | 12 |
| 1.1 Beneficiary Country | 12 |
| 1.2 Contracting Authority | 12 |
| 1.3 Relevant Background..... | 12 |

| | |
|---|-----------|
| 1.4 Related Programmes and Donor Activities | 13 |
| 2. Contract Objectives and Expected Results | 13 |
| 2.1 - Overall Objectives..... | 13 |
| 2.2 - Specific Objectives..... | 13 |
| 2.3 - Results to be achieved..... | 14 |
| 3. Assumptions and Risks | 14 |
| 3.1 Assumptions Underlying the Project Intervention..... | 14 |
| 3.2 Risks..... | 14 |
| 4. Scope of the Work..... | 15 |
| 4.1 General | 15 |
| 4.2 Specific Activities | 15 |
| 4.3 Project Management..... | 16 |
| 5. Logistics and Timing | 16 |
| 5.1 Location | 16 |
| 5.2 Commencement Date & Period of Execution | 16 |
| 6. Requirements | 17 |
| 6.1 Personnel and Key Experts | 17 |
| 6.2 Accommodation | 17 |
| 6.3 Facilities to be provided by the Contractor | 17 |
| 6.4 Equipment | 18 |
| 7. Reports..... | 18 |
| 7.1 Reporting Requirements..... | 18 |
| 8. Monitoring and Evaluation | 18 |
| 8.1 - Definition of Indicators..... | 18 |
| SECTION 5 - SUPPLEMENTARY DOCUMENTATION | 19 |
| 5.1 - Draft Contract Form | 19 |
| 5.2 - Glossary | 19 |
| 5.3 - General Conditions of Contract | 19 |
| Annex 1: TENDER RESPONSE FORM | 20 |
| Annex 2: KEY EXPERTS | 21 |
| Annex 3: TENDERER'S TECHNICAL OFFER (ORGANISATION & METHODOLOGY) | 22 |
| Annex 4: SITE LIST AND LOCATIONS | 23 |

~~~~~

## SECTION 1 - INSTRUCTIONS TO TENDERERS

### 1. General Instructions

- 1.1 The subject of this tender is the carrying out of marine conservation fish surveys at Cirkewwa Marine Park, within the framework of the Interreg Euro-MED COASTRUST Project.
- 1.2 The place of acceptance of the services shall be Nature Trust Malta, l-Għagin Nature Park, Limits of Marsaxlokk, MXK 4080, Malta. The time-limit for the execution of the contract shall be 90 days, and the INCOTERM<sup>2010</sup> applicable shall be **Delivery Duty Paid (DDP)**.
- 1.3 This is a flat-rate works contract (inclusive of VAT).
- 1.4 This call for tenders is being issued under an open procedure.
- 1.5 This call for tenders is not a reserved contract.
- 1.6 The Contracting Authority for this tender is the Nature Trust Malta (NTM).

### 2. Timetable

|                                                                                                                                 | DATE                           | TIME  |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------|
| Deadline for request for any additional information from the Contracting Authority                                              | 26 <sup>th</sup> January 2026  | 17:00 |
| Last date on which additional information can be issued by the Contracting Authority                                            | 30 <sup>th</sup> January 2026  | 17:00 |
| Deadline for Submission of Tenders (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering) | 10 <sup>th</sup> February 2026 | 12:00 |
| Tender Opening Session (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)             | 10 <sup>th</sup> February 2026 | 14:00 |
| * All times Central European Time (CET)                                                                                         |                                |       |

### **3. Lots**

- 3.1 This tender is not divided into lots, and tenders must be for the whole of quantities indicated. Tenders will not be accepted for incomplete quantities.

### **4. Variant Solutions**

- 4.1 Variant solutions cannot be applied.

### **5. Financing**

- 5.1 The project is co-financed by the European Union, under the Interreg Euro-MED Programme.

### **6. Clarification Meeting/Site Visit/Workshop**

- 6.1 No clarification meeting/site visit is planned.

### **7. Selection and Award Requirements**

- 7.1 In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder and submit all the requested documents provided in Annexes 1, 2 and 3, together with any requested supporting documents.

#### **(A) Eligibility Criteria**

Only Offers that meet the following eligibility criteria will be considered for evaluation. Offers that fail to satisfy any of the eligibility criteria will not be processed any further.

- (i) The submission follows the requested response format and all sections are complete (Annex 1).
- (ii) The financial schedule follows the requested format and is inclusive of all charges foreseen (Annex 1).
- (iii) The Offer is received by the specified closing date and time.

#### **(B) Key Experts**

The tenderer is to provide the Key Experts Form (Annex 2) and CVs for the following key experts:

The successful bidder shall be proficient in the nature of the work being requested in this tender. To this end, the Contracting Authority reserves the right to verify that the bidder is competent and experienced in the execution of marine conservation fish surveys to the standard the Cirkewwa Marine Park requires as per 6.1 Personnel and Key Experts in this document.

(C) **Technical Specifications**

- (i) Tenderer's Technical Offer in response to specifications to be submitted as per Annex 3.

**8. Tender Guarantee (Bid Bond)**

- 8.1 No tender guarantee (bid bond) is required.

**9. Criteria for Award**

- 9.1 The sole award criterion will be the price. The estimated budget for this tender is €25,000. The contract will be awarded to the tenderer submitting the cheapest priced offer satisfying the administrative and specific technical criteria.

**10. Submission of Tenders**

Submissions will be received by Nature Trust Malta until 10<sup>th</sup> February 2026 at 12:00 CET.

Submissions must be made in the form of one hard copy and must include original signed documents. Submissions must be made in English and are to be clearly labelled as follows:

**WORKS TENDER FOR MARINE CONSERVATION FISH SURVEYS FOR  
COASTRUST PROJECT**

The name and address of the bidder should be clearly visible on the outside of an appropriately sealed envelope. Proposals will be received in the Tender Box at the following address:

**Xrobb l-Għagin Nature Park  
Limits of Marsaxlokk,  
MXK 4080,  
Malta**

## SECTION 2 - APPEALS

### Appeals from decisions taken after the closing date for the submissions of an offer

1. In the case of an appeal or appeals being lodged with the Contracting Authority with regards to decisions taken after the closing date for the submissions of the offers, the Contracting Authority shall, after consulting the Department of Contracts, appoint an Appeals Board in order to consider and decide on the objections raised.
2. Objections must be filed within five days from the publication of the result of the evaluation process on the website of the Contracting Authority.
3. The appeal/s of the complainant/s shall be published on the website of the Contracting Authority, and shall also be communicated by email to all participating tenderers.
4. The Appeals Board shall evaluate all the evidence and consider all submissions put forward by the parties, and within ten days shall decide whether to accede or reject the appeal, or even to cancel the call if it appears to it that this is best in the circumstances of the case.
5. The decision of the Appeals Board shall be published on the website of the Contracting Authority, and shall also be communicated by email to all participating tenderers

## **SECTION 3 - SPECIAL CONDITIONS**

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

### **Article 1: Notices and Written Communications**

- 1.1 Any communication during the tendering period is to be made through email: [gayle@naturetrustmalta.org](mailto:gayle@naturetrustmalta.org). The subject indicated shall be the title of the tender.
- 1.2 Following contract award communications shall take place as follows:

Nature Trust Malta  
Xrobb l-Għagin Nature Park  
Limits of Marsaxlokk,  
MXK 4080,  
Malta  
Tel: +356 99062679  
e-mail: [gayle@naturetrustmalta.org](mailto:gayle@naturetrustmalta.org)

### **Article 2: Supply of Information**

- 2.1 As per General Conditions.

### **Article 3: Assistance with Local Regulations**

- 3.1 As per General Conditions.  
Further to the provisions of the General Conditions, the Contractor shall be responsible for observing all applicable laws and latest regulations in the course of execution of this contract, including for procuring the necessary permits, licenses or other official authorizations that may be required for the undertaking of contract activities.

### **Article 4: Obligations of the Contractor**

- 4.1 The Contractor shall, within 7 calendar days of receipt of the contract, sign and date the contract and return it.

### **Article 5: Medical, Insurance and Security Arrangements**

- 5.1 As per General Conditions.



The Contracting Authority shall be under no liability in respect of medical, insurance and security expenses of the Contractor.

## **Article 6: Intellectual and Industrial Property Rights**

### **6.1 As per General Conditions.**

All reports and data such as visuals, photographs, videos, graphics, write-ups, editorial content, plans, statistics and supporting records or materials acquired, compiled or prepared by the Contractor in the performance of the contract shall be the absolute property of the Contracting Authority. The Contractor shall, upon completion of the contract, deliver all such documents and data to the Contracting Authority. The Contractor may not retain copies of such documents and data and shall not use them for purposes unrelated to the contract without the prior written consent of the Contracting Authority.

The Contractor shall not publish articles relating to the services or refer to them when carrying out any services for others, or divulge information obtained from the Contracting Authority, without the prior written consent of the Contracting Authority.

Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Contract, shall be the absolute property of the Contracting Authority, which may use, publish, assign or transfer them as it deems fit, without geographical or other limitation, except where intellectual or industrial property rights already exist.

The Contracting authority retains all rights to information and data provided by the Contractor to the Contracting Authority for the purposes of execution of the contract. The Contractor shall not use, reuse or distribute the data or any of its deliverables in any way or manner other than for the sole purpose of executing this contract.

## **Article 7: Scope of the Services**

### **7.1 The scope of the services is defined in Section 4 (Terms of Reference).**

## **Article 8: Personnel and Equipment**

### **8.1 As per General Conditions.**

Further to the provision of the General Conditions, in performing the services defined in Section 4 (Terms of Reference), the Contractor shall provide all staff, equipment, materials and any other requirements, using the necessary skill care and diligence to the satisfaction of the Contracting Authority.

The Contractor shall in the execution of the services defined in Section 4 (Terms of Reference), only engage experts or specialists who are suitable qualified.

## **Article 9: Execution of the Contract**

### **9.1 Performance of the Contract is to commence as specified on the issue of “Order to Start Service Letter” after the signing of the Contract. The time-limit for the execution of the contract shall be ninety (90) days from the issue of the notice of commencement.**

## Article 10: Delays in Execution

- 10.1 Should the bidder fail to deliver the requested services within the stipulated timeframe, or services provided do not meet the required standards, and subsequently the Contracting Authority incurs any financial penalty or loss of funds, the bidder shall be held responsible for all financial damages incurred, including also non-payment.

## Article 11: Amendment of the Contract

- 11.1 As per General Conditions.

## Article 12: Interim and Final Progress Reports

- 12.1 Further to the provisions of the General Conditions, the contractor must give notice of project completion and final invoice at the end of the period of execution. Exact dates of delivery of the notice and invoice will be agreed upon with NTM at the moment of the signature of the contract.

The notice and invoice must be written in English.

## Article 13: Payments and Interest on Late Payment

- 13.1 This is a flat-rate contract.

| Narrative        | Percentage (%)                                                                                                                                                                                                                                                                                                                                                                |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interim Payments | Not applicable                                                                                                                                                                                                                                                                                                                                                                |
| Balance          | 100%, paid against completion of works, accompanied by notice of project completion and final invoice.<br>The contractor shall provide a valid VAT / fiscal receipt upon receipt of payment.<br><br>The balance of the contract value stated within 30 days of the approval by the Contracting Authority. Such approval or rejection may not be delayed by more than 30 days. |
| <b>TOTAL</b>     | <b>100%</b>                                                                                                                                                                                                                                                                                                                                                                   |

- 13.2 As per General Conditions.

## Article 14: Pre-Financing Guarantee

- 14.1 Not applicable.

## **Article 15: Breach of Contract**

15.1

As per General Conditions.

Where the results of any enquiry or investigation identifies losses, damages or claims incurred by the Contracting Authority in consequence of a breach of contract by the Contractor, the Contracting Authority shall be entitled to deduct from any sums held by the Contracting Authority (and which would otherwise be payable to the Contractor) both the value of such losses, damages or claims attributable to the Contractor and the cost of the enquiry or investigation.

## SECTION 4 -TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE (Note 3)

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.

### **1. Background Information**

#### **1.1 Beneficiary Country**

Malta.

#### **1.2 Contracting Authority**

Nature Trust Malta  
Xrobb l-Għagin Nature Park  
Limits of Marsaxlokk,  
MXK 4080,  
Malta

#### **1.3 Relevant Background**

The COASTRUST Project

The Mediterranean basin is considered amongst the most important biodiversity hotspots globally in terms of ecosystem and species richness. Human related activities, such as the most impactful; Overfishing (48%), Habitat destruction (26%) and Pollution (13%), have put significant pressures on nature, and is thus resulting in ecosystem degradation and alarmingly rapid species loss across the med. Anthropogenic activities paired with Climate Change has led to an urgency for immediate intervention at a co-ordinated transnational approach.

The COASTRUST project addresses small-scale strategies promoting sustainable use, management, protection/restoration of species, habitats/ecosystems, made possible with the involvement of local-level citizens and stakeholders from related economic sectors, all in accordance with the European political framework that promotes a voluntary participatory approach.

The project focuses on an environmental stewardship as a voluntary multistakeholder governance mechanism at a community level, that supports the management of natural, cultural and landscape values on land and sea. It includes the participation of 9 project partners and a total of 7 participating countries: Albania, Bosnia and Herzegovina, Croatia, Greece, Italy, Malta, and Spain.

This marine stewardship will be piloted in different target areas, varied coastal habitats in the aforementioned countries, all of which requiring unique methodology and a series of activities to operate strategically, according to their individual environmental and stakeholder needs. It applies environmental management in areas heavily influenced by anthropogenic pressures, resulting in the establishment of multi-stakeholder management mechanisms. Protected areas are an important conservation tool, yet their success and effectiveness may be compromised by lack of

engagement and poor policy. This management tool facilitates collaboration and efficient harmonization across nations towards promoting biodiversity. Ultimately, the aim is also to openly share the COASTRUST approach and pilot methodologies beyond the scope of the project, aiming to benefit other Mediterranean citizens in reaching common environmental goals.

#### Nature Trust Malta at the Ċirkewwa Marine Park

Nature Trust Malta is a non-profit, non-governmental, environmental organization working in the Maltese Islands, as well as a privileged partner of World Wildlife Fund (WWF). The organisation is carrying out many environmental projects in Malta such as afforestation, habitat conservation and the creation of marine protected areas, all of which are aimed to help conserve the Maltese natural heritage. Nature Trust manages a marine park and several land-coastal conservation sites, and therefore it has a direct interest in the objectives of the project, especially given the small size of Malta and the resulting closeness and pressures exerted on natural heritage by economic activities.

The COASTRUST project presents an important opportunity for the Trust to work in collaboration with different partners through the allocation of the pilot area at the Ċirkewwa Marine Park, and over the duration of the project has been addressing the involvement of different stakeholders, to further encourage ownership and responsibility by the community at large for the well-being and conservation of our coastal natural heritage.

The trust has undertaken varying stakeholder engagement activities in the local pilot area of Ċirkewwa Marine Park, on the Northwest-most point of the island of Malta. These activities have led to the understanding of planned further actions based on experience gained in the management of the area, and on the associated in-depth knowledge of the needs, availability, and potential of necessary resources, as well as the in depth contribution from many stakeholders through the activities run. After participating in varying stakeholder activities some key pilot actions for the COASTRUST project to focus on was established, and the leading priority is the completion of various surveys within the Park. First priority being the undertaking of underwater fish surveys, to support data collation on the efficacy and benefits of the conservation measures that have been brought in and established at the site.

The Trust will promote the participation of stakeholders beyond the duration of this project, and encourage and ensure continued involvement of the partners.

## 1.4 Related Programmes and Donor Activities

Information on other activities within the Coastrust Project can be found at:  
<https://coastrust.interreg-euro-med.eu/>

## 2. *Contract Objectives and Expected Results*

### 2.1 - Overall Objectives

The overall objective of the project in relation to this contract is the undertaking of marine conservation fish surveys at various pre-determined sites throughout the Ċirkewwa Marine Park, within the framework of the Coastrust Project.

### 2.2 - Specific Objectives

The specific objectives of this contract are as follows, in relation to the fish surveys to be done in areas specified by the site data provided as part of this tender:

- To understand the abundance of fish species frequenting the Cirkewwa Marine Park.
- To be able to provide evidence for the benefit of implementation of conservation measures in the Cirkewwa Marine Park over time.
- To ascertain the level of non-indigenous vs native species of fish in the Park.
- To build on previous surveys and continue to provide a stable framework for monitoring of efficacy of conservation measures at the Cirkewwa Marine Park.

## **2.3 - Results to be achieved**

The final result will be a full set of marine conservation fish surveys as determined by the Site Manager of the Cirkewwa Marine Park, on behalf of the Contracting Authority.

Data to be submitted includes a copy of all raw data, including all video footage and data taken from the *in-situ* counts.

Reporting and data analysis will be undertaken by Cirkewwa Marine Park, on behalf of the Contracting Authority.

## **3. Assumptions and Risks**

### **3.1 Assumptions Underlying the Project Intervention**

The Contractor shall employ only personnel with adequate qualifications and competences as shown in the General Requirements to perform the activities.

All the associated costs, such as those related to all equipment, labour and mobilization thereof, and any other fees required for proper and complete execution of the work and provision of data, are to be included in the rates offered.

All rates are to include any repairs of any damages that the contractor may cause during the execution of the works to third parties, including damage to other persons, roads and paths, electricity, water drainage, telephone or cable television services, pavements, underwater bouys, underwater wrecks, or any other kind of damages both in and out of the water.

It is assumed that the prospective bidder has the detailed required skills and knowledge in the subject/s related to this tender and therefore can fulfil the tender requirements.

### **3.2 Risks**

1. Delays in the implementation of the work: delays are not allowed. Delays are subjected to penalties, as per Article 10.
2. Lack of competences and skills: the Contractor shall ensure that all the personnel engaged for the implementation of the contract have the necessary expertise required as detailed for the successful implementation of the contract.

## 4. Scope of the Work

### 4.1 General

#### 4.1.1 Technical Offer Requirements

#### 4.1.2 Geographical Area to be covered

The sites to be covered by the service are listed and located on the map in Annex 4. Further details on exact locations and depths will be discussed between the Contractor and Contracting Authority post Tender Opening Session.

### 4.2 Specific Activities

1. The Contractor shall review previous methods and reports produced and propose a method which will result in comparable results to previous years reports.
2. Contractors will combine the assessment with their own personal experience with fish surveys to ensure the methodology is both effective and sustainable ongoing.
3. The Contractor and Contracting Authority will agree on methodology prior to execution of surveys.
4. The Contracting Authority reserves the right to change, review, or adapt the survey methodology as required, should needs arise.
5. The Contractor will collect data once a month on site throughout the contractual period.
6. The areas where data collection will occur by the Contractor will be confirmed by the Site Manager of the Cirkewwa Marine Park, on behalf of the Contracting Authority.
7. Data will be provided by the Contractor to the Site Manager of the Cirkewwa Marine Park on behalf of the Contracting Authority, after each survey.
8. Data collected by the Contractor will be based on the abundance and numbers of fish species.
9. Surveys are to be undertaken by the Contractor by stationary *in-situ* point counts.
10. Surveys are to be undertaken by the Contractor at predetermined points within each zone shown on the map.
11. Surveys are to be undertaken by the Contractor at two depths per zone, once at 5-10m and once at 20-25m, location to be guided by the Contracting Authority.
12. Data is to be collected by the Contractor both as video footage and as *in-situ* counts.
13. It is the Contractor's responsibility to ensure the health and safety of all employees undertaking surveys and of those other members who may be around the activity.

14. The Contracting Authority reserves the right to phase out the survey work as necessary within the tender validity period.
15. It is the sole responsibility of the Contractor to ensure the safety of the public during the progress of the surveys. Appropriate safety equipment, signage, lighting and any other measures deemed necessary for this purpose must be provided by contractor.
16. The Contractor is responsible for keeping the site clean during the works and is obliged to clean off the site at his/her own expense after the works are completed.
17. The Contractor is to follow any instructions imposed by relevant authorities, including but not limited to ERA.

### **4.3 Project Management**

#### **4.3.1 *Responsible Body***

The final beneficiary responsible for managing the service contract is Nature Trust Malta, Xrobb l-Għaġin Nature Park, Limits of Marsaxlokk, MXK 4080, Malta

#### **4.3.2 *Management Structure***

The Contractor shall provide contact details of all qualified personnel undertaking the surveys, as well as the 1 person in charge of the project. Contact details shall include name and surname, telephone number and email address.

#### **4.3.3 *Facilities to be provided by the Contracting Authority and/or other parties***

NTM will not provide any facilities to the Contractor for the implementation of the service.

## **5. Logistics and Timing**

### **5.1 Location**

Cirkewwa Marine Park, Cirkewwa, Malta.

### **5.2 Commencement Date & Period of Execution**

The intended commencement date is specified on the issue of “Order to Start Service Letter” after the signing of the Contract and the period of execution of the contract will be ninety (90) days from the issue of the notice of commencement.

Article 9 of the Special Conditions will determine the actual commencement date and period of execution.



## **6. Requirements**

### **6.1 Personnel and Key Experts**

6.1.1 The Contractor must provide a minimum of 3 personnel as a team covering the following requirements. These requirements can be mixed and matched between personnel as long as all requirements are covered by the team holistically and dives can be buddied up between the most qualified divers and least qualified. For example; 1 personnel from the team can have MSc Marine Biology, Divemaster, Scientific Diver and carry a nautical licence.

#### Qualifications:

- At least 2 personnel with MSc level in Marine Biology (MQF / EQF Level 7)
- All other personnel working on the contract must have at least BSc level in Marine Biology or related fields (MQF / EQF Level 6)
- At least 1 experienced Scientific Diver
- At least 1 Commercially trained Diver (HSE SCUBA / HSE IV)
- At least 1 Divemaster or higher level dive professional
- At least 1 Open Water Scuba Instructor
- All team members must be minimum Advanced Open Water or above with minimum 40+ logged dives

#### Technical Skills:

- At least 2 personnel currently or previously working in a Marine Protected Area in Malta
- At least 3 personnel currently or previously working with underwater data collection - specifically stationary point count surveys to assess fish assemblage in Maltese waters
- At least 3 personnel knowledgeable in Mediterranean fauna/flora identification
- At least 1 very experienced team member with at least 900+ logged dives with at least 300 of those dives being in Maltese waters
- At least 1 personnel with a nautical licence
- All team members must have a Maltese/Gozo residence

To this end, the Contracting Authority reserves the right to verify that the bidder is competent and experienced in the required activities.

6.1.2 *Support Staff and Backstopping*  
Not applicable

**6.2 Accommodation**  
Not applicable

### **6.3 Facilities to be provided by the Contractor**

The Contractor shall ensure that personnel are adequately supported and equipped with all

required to complete the engagement.

If the Contractor is a consortium, the arrangements should allow for the maximum flexibility in implementation and undertaking of activities. Arrangements offering each consortium partner a fixed percentage of the work to be undertaken under the contract should be avoided.

## **6.4 Equipment**

6.4.1 The Contractor must have the following equipment requirements additional to the personnel requirements listed in 6.1 to ensure proper use of said equipment:

- All dive equipment required to carry out the underwater surveys
- Underwater communication kits for research
- A suitable terrestrial vehicle
- Boat vessel
- Olympus TG-7 camera or similar spec camera
- Survey equipment
- Slates, quadrats, and transects

## **7. Reports**

### **7.1 Reporting Requirements**

Further to the provisions of the General Conditions, the contractor must give notice of project completion and final invoice at the end of the period of execution. Exact dates of delivery of the notice and invoice will be agreed upon with NTM at the moment of the signature of the contract.

The notice and invoice must be written in English.

## **8. Monitoring and Evaluation**

### **8.1 - Definition of Indicators**

Specific performance measures have been chosen in order to provide valid, useful, practical and comparable measures of progress towards achieving expected results. These will be mainly qualitative and consist of judgements and perception derived from subjective analysis by the Contracting Authority. The Contracting Authority has the right to appoint suitably qualified persons to evaluate the deliverables and results of the service. The measures considered shall include, but are not exclusive to:

- Approval by the Contracting Authority of the data collated and submitted as the results of the surveys.
- Approval and validation of comparison of video footage with *in-situ* data submitted by the Contractor.

- All data sets and video footage will be complete, as per the requirements ascertained in the Specific Activities section or as determined by the Contracting Authority.

## **8.2 Special Requirements**

### **Equal Opportunities**

In carrying out his / her obligations in pursuance of this contract, the Contractor shall ensure that its employment practices demonstrate commitment to equal opportunities for all.

## **SECTION 5 - SUPPLEMENTARY DOCUMENTATION**

### ***5.1 - Draft Contract Form***

This will be forwarded to the Contractor on completion of the Tender Opening Session based on the agreed dates, and requirements.

### ***5.2 - Glossary***

These are available to view and download from the 'Resources Section' at: [www.etenders.gov.mt](http://www.etenders.gov.mt)

### ***5.3 - General Conditions of Contract***

The full set of General Conditions for Works Contracts (Version 2.3), for Supplies Contracts (Version 2.3) and for Services Contracts (Version 2.3) can be viewed/downloaded from the 'Resources Section' at: [www.etenders.gov.mt](http://www.etenders.gov.mt)

It is hereby construed that the tenderers have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful tenderer/s.

## Annex 1: TENDER RESPONSE FORM

Date: \_\_\_\_\_

### Contractor's details

|                                    |  |
|------------------------------------|--|
| Company's Name:                    |  |
| Contact Person's Name and Surname: |  |
| Company's Address:                 |  |
| Telephone Number:                  |  |
| Mobile Number:                     |  |
| Fax Number:                        |  |
| E-mail address:                    |  |

### Financial Offer (in Euro)

| Description of service | Net Rate<br>(per<br>square<br>metre) | VAT<br>(specify<br>rate): | TOTAL |
|------------------------|--------------------------------------|---------------------------|-------|
|                        | €                                    |                           | €     |
|                        |                                      |                           |       |
|                        |                                      |                           |       |
|                        |                                      |                           |       |

Company Rubber Stamp (if available):

Signature:

Name and Surname: \_\_\_\_\_

## Annex 2: KEY EXPERTS

The tenderers are to substantiate their claims in respect to the staff proposed by submitting CVs of Key Experts at tendering stage. CVs submitted need to refer to qualifications for research diving. CVs should address and match the characteristics listed under the Terms of Reference for key personnel, article 6.1.

| Key Expert | Name of Expert | Nationality | Age | Proof of Proficiency | Languages and Degree of Fluency (VG; G; W) |
|------------|----------------|-------------|-----|----------------------|--------------------------------------------|
|            |                |             |     |                      |                                            |
|            |                |             |     |                      |                                            |
|            |                |             |     |                      |                                            |

## **Annex 3: TENDERER'S TECHNICAL OFFER (ORGANISATION & METHODOLOGY)**

*(To be tailored to the specific requirements of the tender and in particular should reflect what is requested in the Terms of Reference)*

**To be completed by the tenderer.**

### **1. EXECUTION**

- An outline of the preparatory work that will be needed for the execution of the contract.
- An explanation of the risks and assumptions affecting the surveying.

### **2. RESOURCES**

- An idea of the equipment and manpower that will be deployed for this project, and how they will ensure that the surveys are completed with the correct experience and methodologies.
- A rough guideline of the methodology for the execution of surveys.

### **3. H&S AND EQUAL OPPORTUNITIES**

- An outline health and safety plan.
- An explanation of how the bidder is to ensure equal opportunities at the workplace.

### **4. SURVEY SCHEDULE**

- A brief outline of the proposed timeline for the surveys.

### **5. TENDERER'S DECLARATION**

- Signed Tenderer's Declaration as per form provided.

Annex 4: SITE LIST AND LOCATIONS FOR SURVEYS BY ZONE

