



HOME DELIVERY to BENEFICIARIES of FOOD PARCELS of the STATE FUNDED FOOD DISTRIBUTION (SFFD)

The FSWS is issuing this request for quotes from interested service providers under the following terms and conditions.

1. PRELIMINARIES

- 1.1. The Foundation for Social Welfare Services (FSWS) has been entrusted by the Ministry for the Family, Children's Rights and Social Solidarity (MFCS) to distribute 19,773 food boxes to designated beneficiaries in Malta and Gozo. This call refers to the Malta delivery only.
- 1.2. Beneficiaries will normally receive one food box weighing approximately 10 kilos max. However, there are cases where they will receive two. **For the purpose of this call a delivery is understood to be a delivery of one or more boxes to the same address.**
- 1.3. The **distribution operation must begin not later than Friday, April 17, 2020 and be completed not later than Friday, May 8, 2020 by end of business.**

2. SPECIFIC CONDITIONS

- 2.1. The successful interested party shall be responsible for organizing all the logistical preparations in order to effect the delivery to each home of the designated beneficiaries.
- 2.2. The addresses of the said beneficiaries shall be provided by MFCS / FSWS to the service-provider who must sign, a priori, a **Data Protection Agreement** with the FSWS in order to ensure that all private data and lists of beneficiaries provided are securely availed of and once the distribution is completed no list of whatever nature will to be kept by service-provider. The FSWS and MFCS are, thus, hereby renouncing any liability for any breach of Data Protection which must be borne solely by the successful service-provider.
- 2.3. The successful service-provider shall collect consignment from a central depot in Malta (as indicated by the FSWS).
- 2.4. The successful service-provider shall effect delivery to designated beneficiaries as per lists provided by the MFCS/FSWS. These lists shall be prepared on a locality and street basis.

- 2.5. Delivery must be effected to the home door of each beneficiary and NOT just to the main entrance of flats in case of apartment blocks.
- 2.6. The delivery person must collect the signature of the beneficiary receiving the food package on the appropriate form provided by FSWS and return to the FSWS on a daily basis for audit purposes.
- 2.7. The daily return of the forms referred to above is important for payment purposes as explained in point 3.1 below
- 2.8. It is the sole responsibility of the successful service-provider to provide all the **Personal Protective Equipment (PPE)** required for this operation for all the personnel effecting the deliveries.
- 2.9. Due to the nature of the vulnerable cohort of beneficiaries, only reliable and trusted personnel must be engaged to effect deliveries.
- 2.10. Finally, service-providers are advised that should the circumstances related to the COVID-19 pandemic continue to prevail beyond June 2020, the successful bidder will have the option of first-refusal to distribute the FEAD food packages (amounting to circa 4000) between mid-June and mid-July, 2020.

3. SUBMISSION DEADLINE

- 3.1. All interested parties are kindly invited to submit a quote on an effected delivery basis by return email by not later than 4.00 p.m. of Tuesday, April 7, 2020.
- 3.2. Queries may be made to Mr Stephen VELLA, Director - Corporate Services and Administration FSWS by noon of Tuesday, April 7, 2020 on stephen.c.vella@gov.mt.
- 3.3. ***The choice of the successful bid-quote shall be made on a MOST ECONOMICALLY ADVANTAGEOUS (MEA) basis only.***
- 3.4. The decision of the FSWS shall, thus, be final.
- 3.5. The successful service-provider shall be expected to contact FSWS by not later than 10.00 a.m. of Wednesday, April 8, 2020 in order to give a detailed programme of how he / she plans to carry out this operation.

