

## DPS 060/20 – Procurement of Software Development Services

The Malta Information Technology Agency (MITA) has established a Dynamic Purchasing System (DPS) for the procurement of software development services by Government Departments and Entities.

MITA, as a Central Purchasing Body, shall be administering the DPS and evaluating those Economic Operators that meet the eligibility and selection criteria to be admitted to the DPS.

More information and resources on this DPS are available from the URL:

<https://procurement.mita.gov.mt/resources/dps/dps-software-development-services/>

This document illustrates the main steps to be followed by Economic Operators in order to submit an application for admittance to this DPS from the electronic Public Procurement System (ePPS).

➔ More detailed information and guidance is available from the ePPS EO User Manual which is available from the URL:

<https://www.etenders.gov.mt/epps/viewInfo.do?isPopup=true&section=userManual>

### 1. Log in to ePPS

1.1 Log in to the electronic Public Procurement System (ePPS) - <https://www.etenders.gov.mt/epps/>

If you do not have an ePPS account, please refer to the following resources for further assistance:

- [How to Register as a Supplier](#) (Video)
- [Online Registration](#) (FAQ)

### 2. Create/Update ESPD

2.1 First of all, you should ensure that you have created / updated the European Single Procurement Document (ESPD).

2.2 Go to **EO Management** → **View Organization**

2.3 Click the **ESPD** button, and from the following screen, click the **Create ESPD response**.

2.4 The ESPD Form will display. Information will be populated from your ePPS account, or will be pre-filled. Please ensure that you verify that the answers are truthful and correct, particularly:

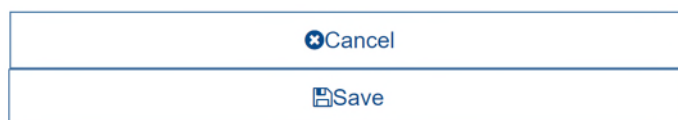
- Part II (Information concerning the economic operator)
- Part III (Exclusion Grounds)

Particular attention is to be made with regards to questions concerning reliance on the capacities of other entities; sub-contractors; grounds related to criminal convictions; grounds related to the payment of taxes or social security contributions; grounds related to insolvency, conflicts of interests or professional misconduct; national exclusion grounds.

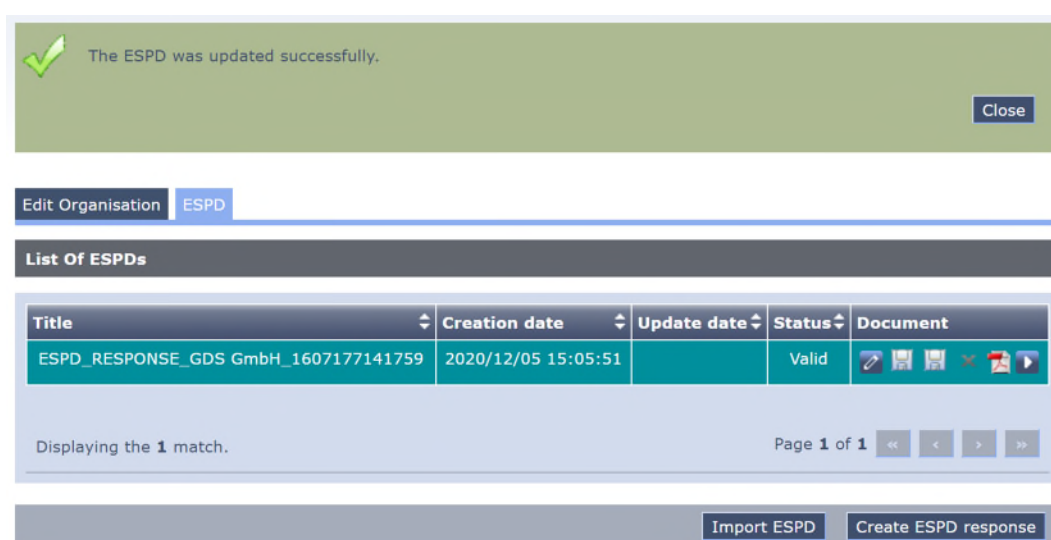
- 2.5 Click the **Previous** and **Next** buttons to navigate across the ESPD. Click the **Preview & Save** button in order to finalize the ESPD.



- 2.6 Click **Save** at the bottom of the Preview Page to confirm ESPD, or click **Cancel** to abort saving.



- 2.7 You will be notified that the ESPD has been updated successfully.



### 3. Access the DPS Workspace and Tender Preparation Tool

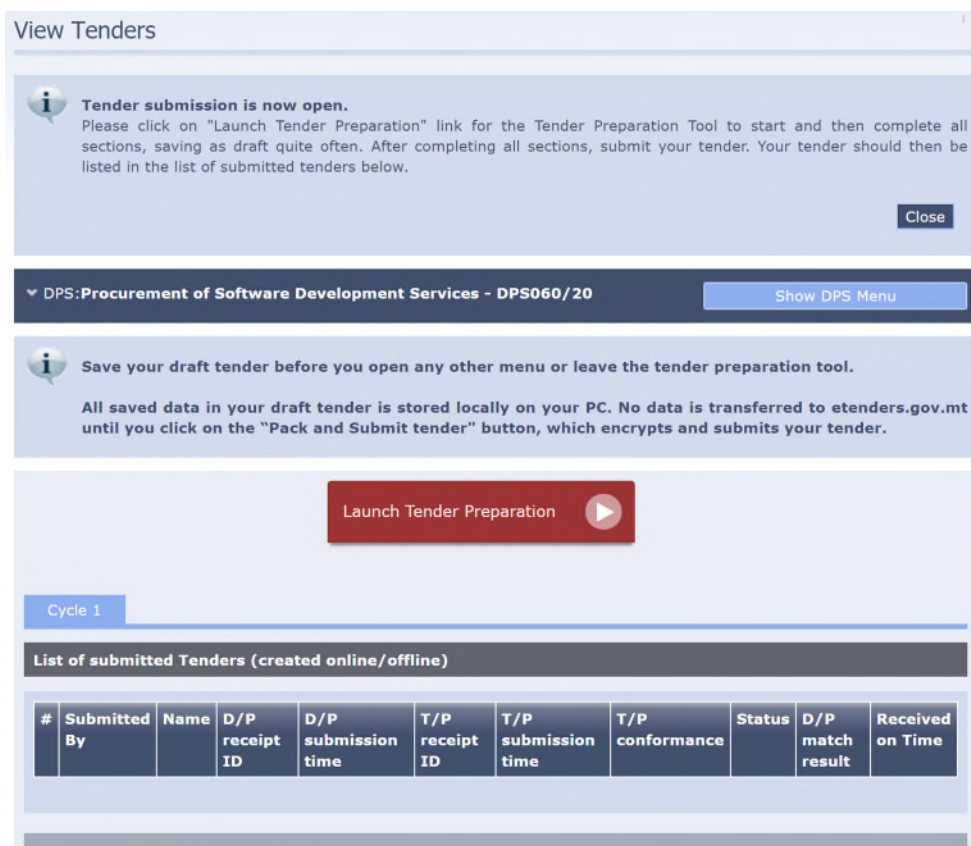
- 3.1 In order to prepare and submit the application for the DPS, click the following link to the DPS workspace:

<https://www.etenders.gov.mt/epps/dps/prepareViewCfTDPSWS.do?resourceId=7033337>

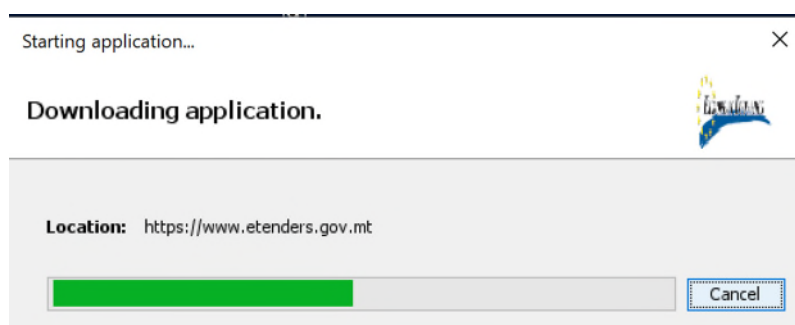
- 3.2 From the **Show DPS Menu** button, click the **DPS Tenders** link:



- 3.3 Tender submission can take place either by launching the Tender Preparation Tool online, or by downloading the Tender Preparation Tool and preparing the tender submission offline. This walk-through will follow the online submission procedure. From the CFT workspace, click the **Launch Tender Preparation** button.



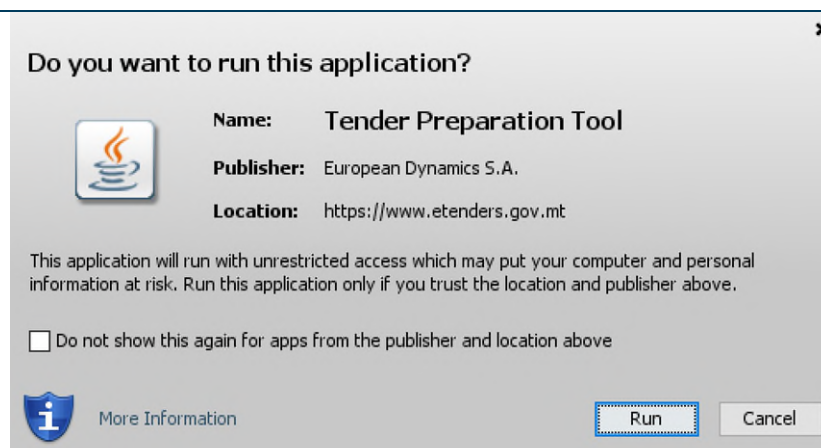
- 3.4 You will be prompted to download and save a **.jnlp** file. Once saved, click to open this file. The application will be downloaded.



- 3.4 Once file is downloaded, double-click to run the application. You will be prompted to run the application.

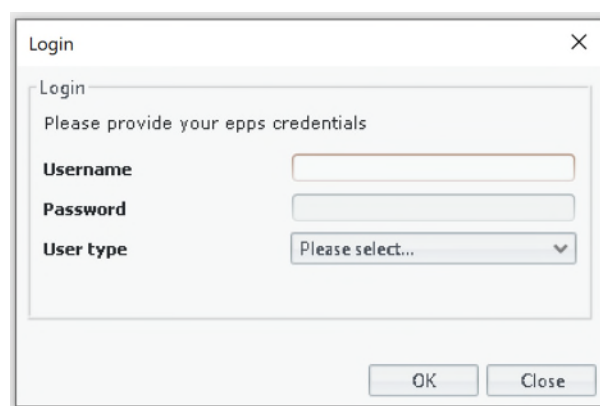
You might also be prompted to download/update Java on your workstation in order to be able to proceed. In this case, you need to follow the on-screen instructions in order to install/update Java.

Once Java is installed/updated, you can continue with running the Tender Preparation tool by clicking the **Run** button.

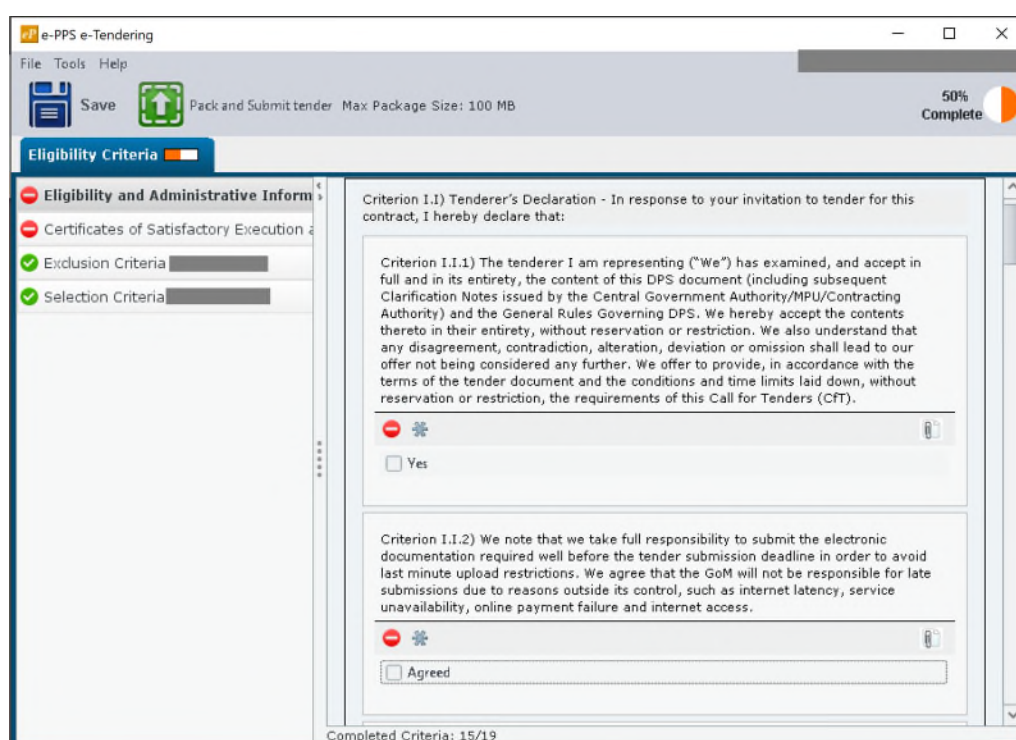


## 4. Preparing your tender response through the TPT

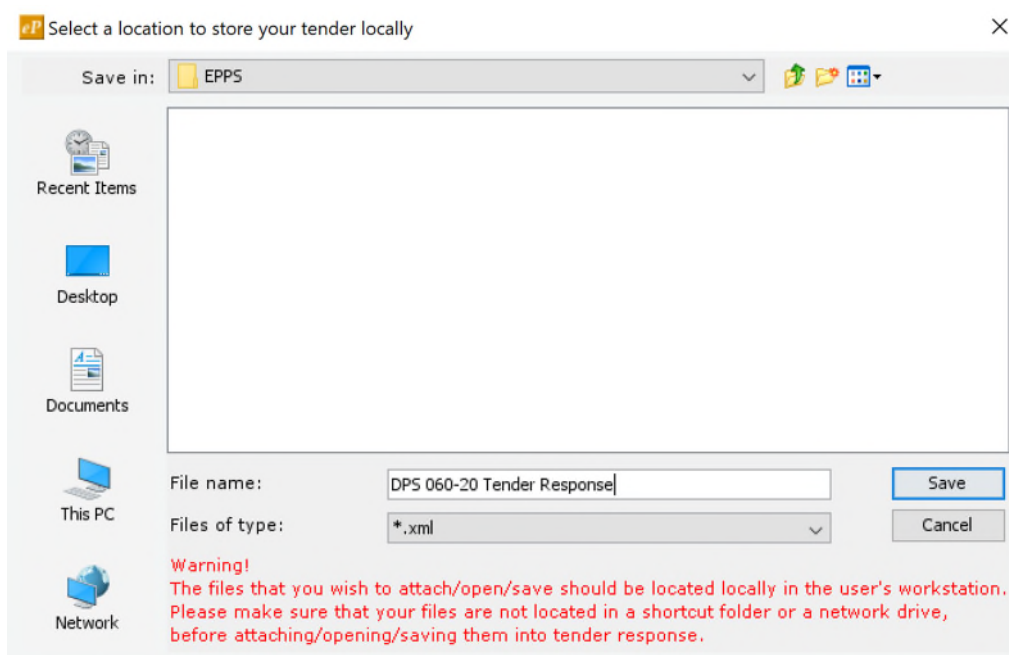
- 4.1 Enter your ePPS credentials in the Tender Preparation Tool (TPT) pop-up window. Be sure to confirm the validity of your ePPS credentials upon logging in, particularly if you manage multiple ePPS user accounts.



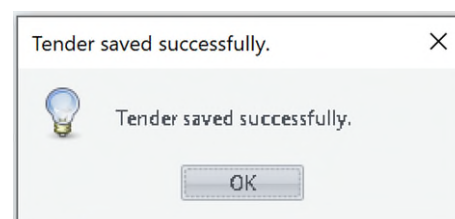
- 4.2 The TPT will load and display the eligibility criteria required to respond to the DPS application.



- 4.3 You should click the **Save** button to save the tender response contents on your workstation. All saved data in your draft tender is stored locally on your workstation. No data is transferred to ePPS until you click on the **Pack and Submit tender** button, which encrypts and submits your tender.



You will be prompted when the tender response is saved.



- 4.4 The tender response is divided into four components. The TPT will display overall percentage completion on the top right corner. Additionally, each component will display an if it's still complete, or an if not all requirements related to the component are fulfilled. Do keep in mind that the TPT will check validations related to answering the requests, but will not check the correctness of those same answers, for example with respect to the correct answer being answered, or the correct files being uploaded.

- 4.5 The **Eligibility and Administrative Information** component includes a number of declarations that you need to agree with. Each checkbox must be checked to confirm agreement with each declaration. Keep in mind the requirements related to Joint Venture bidding, and sub-contracting, if applicable.

**Eligibility Criteria**

- Eligibility and Administrative Information
- Certificates of Satisfactory Execution
- Exclusion Criteria
- Selection Criteria

Criterion I.I.1) The tenderer I am representing ("We") has examined, and accept in full and in its entirety, the content of this DPS document (including subsequent Clarification Notes issued by the Central Government Authority/MPU/Contracting Authority) and the General Rules Governing DPS. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration, deviation or omission shall lead to our offer not being considered any further. We offer to provide, in accordance with the terms of the tender document and the conditions and time limits laid down, without reservation or restriction, the requirements of this Call for Tenders (CfT).

☒ Yes

Criterion I.I.2) We note that we take full responsibility to submit the electronic documentation required well before the tender submission deadline in order to avoid last minute upload restrictions. We agree that the GoM will not be responsible for late submissions due to reasons outside its control, such as internet latency, service unavailability, online payment failure and internet access.

☐ Agreed

Criterion I.I.3) This application is valid for a period of 20 working days from date of submission.

Completed Criteria: 5/19

- 4.6 The **Certificates of Satisfactory Execution and Outcome** component requires you to upload the four attestations as detailed in Article 7 of the Instructions to Tenderers of the DPS Establishment Document. Each individual certificate is to be attached in the four fields displayed in this component. Each individual file cannot exceed the size of **5mb**.

**Eligibility Criteria**

- Eligibility and Administrative Information
- Certificates of Satisfactory Execution
- Exclusion Criteria
- Selection Criteria

Criterion II.1) Certificate of Satisfactory Execution and Outcome 1

☒ 1/3

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Criterion II.2) Certificate of Satisfactory Execution and Outcome 2

☐ 1/3

Attach file

Criterion II.3) Certificate of Satisfactory Execution and Outcome 3

☐ 1/3

Attach file

Criterion II.4) Certificate of Satisfactory Execution and Outcome 4

☐ 1/3

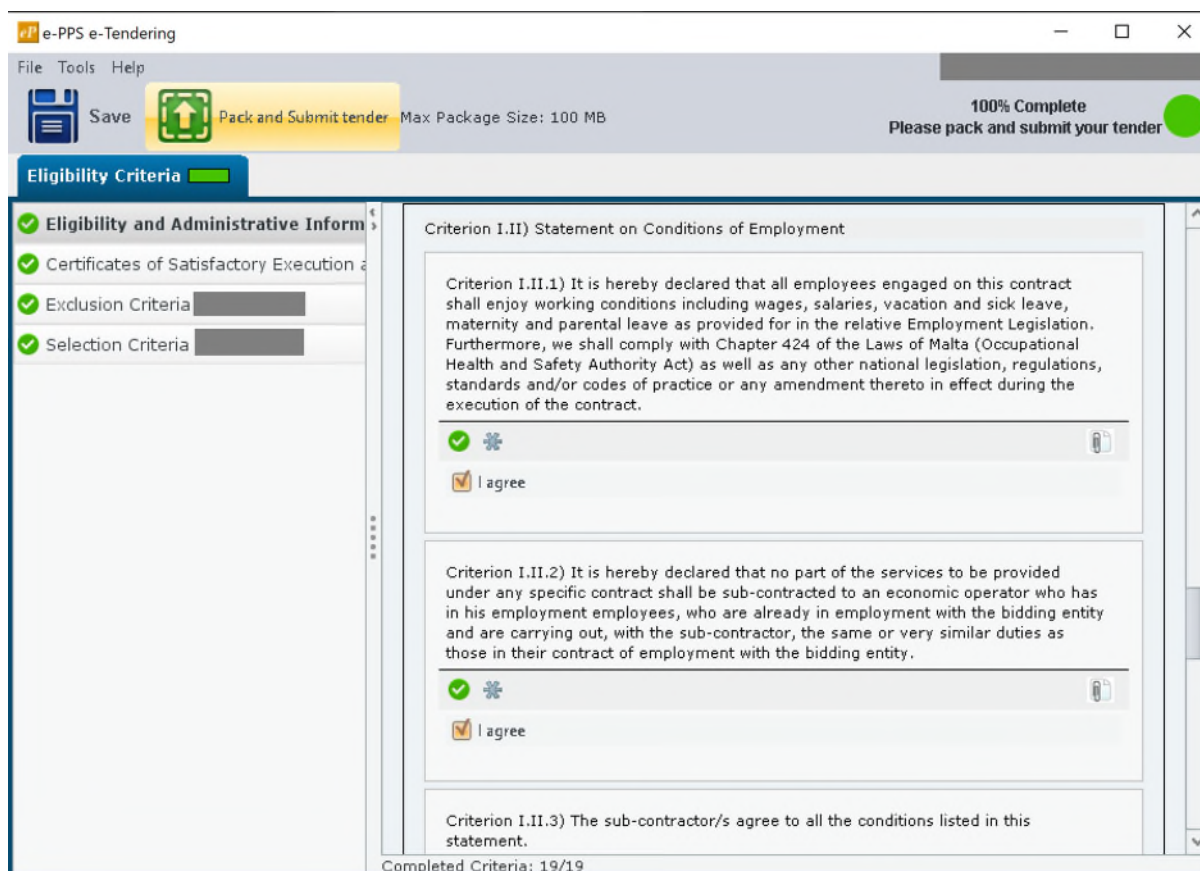
Attach file

Completed Criteria: 1/4

- 4.7 The **Exclusion Criteria** and **Selection Criteria** components will import your ESPD responses. You may still edit your replies from the TPT.

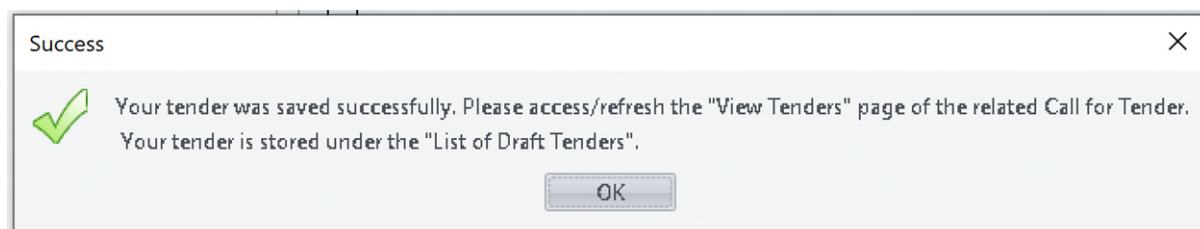
## 5. Saving and submitting your tender response

- 5.1 Once you have filled in all your replies you should see a icon next to all components, and a 100% Complete status in the top right corner of the TPT.

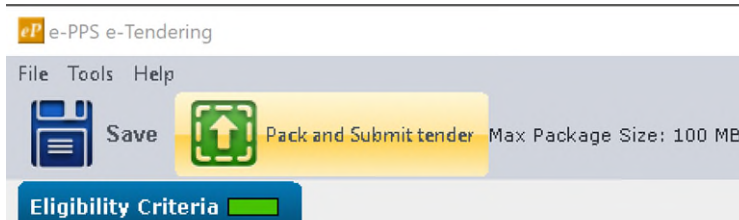


- 5.2 Click the **Save Button** to ensure you have saved your tender response. It will be saved on your workstation. Ensure that you effect any changes (for example, replacing document attachments) only through the TPT.

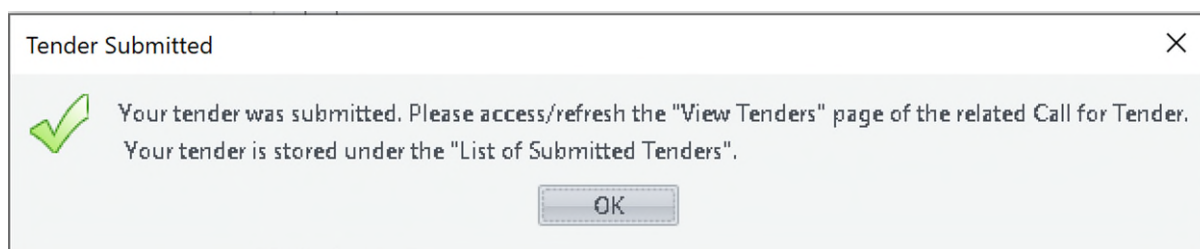
- 5.3 You will be prompted that the tender has been saved successfully, and is available in the **View Tenders** page of the DPS workspace on ePPS under the **List of Draft Tenders** section.



- 5.4 Click the **Pack and Submit tender** button from the TPT.



- 5.5 You will be prompted that your tender response has been submitted.



You will also receipt an email confirmation with a unique Receipt ID that you should retain for your reference and records.

- 5.6 The submitted tender response shall also be visible in the **List of submitted tenders** from the DPS Workspace, within the **DPS Tenders** page.

Cycle 1									
List of submitted Tenders (created online/offline)									
Submitted	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
causer	DPS 060-20 Tender Response_TENDER.zip			000145242	05/12/2020 16:29:58	✓	✓	✓	✓

## ➡ What happens next?

Once you have submitted your tender response, MITA shall be automatically notified with your application, which must be evaluated within 10 calendar days (which may be extended by a further 5 calendar days in case rectifications/clarifications are required).

During this period, please monitor the email associated with your ePPS account just in case you are requested to rectify/clarify any aspect of your tender response.

You will be notified if your Organization has been admitted to the DPS by means of a system-generated email notification.

In the event your application has been rejected, you will be given the appropriate reasons. Once these reasons can be rectified, and your Organization can satisfy the eligibility/ selection requirements that need to be satisfied for admission to this DPS, you can resubmit a fresh application through ePPS.