Dynamic Purchasing System for the Procurement of Printers and Scanners across the Government of Malta – DPS 020/20



**Templates Change Control**

Contents

[1. DPS Guidance Note 3](#_Toc50632375)

[2. Specific Contract Template 5](#_Toc50632376)

[3. Baseline Hardware Specifications 6](#_Toc50632377)

[4. Mandatory General Requirements 7](#_Toc50632378)

[5. Purchase Order Template 8](#_Toc50632379)

[6. Letter of Engagement Template 9](#_Toc50632380)

[7. Fees Schedule (Purchasing) 10](#_Toc50632381)

[8. Fees Schedule (Leasing) 11](#_Toc50632382)

[9. Specific Contract Template (Under €5,000) 12](#_Toc50632383)

# 1. DPS Guidance Note

**Modification History**

|  |  |  |
| --- | --- | --- |
| **Version**  | **Release Date** | **Changes** |
| 1.0 | 14/05/2020 | New version for release. |
| 2.0  | 11/09/2020 | * Updated Glossary to include MPU, OEM and MITA
* Updated list of templates in section 6 to include reference to Specific Contract Template under €5,000, baseline hardware specifications, mandatory general requirements and fees schedule
* Section 7 included for specific contracts valued under €5,000
* Included section 10.1 concerning purchasing of original consumables
* Included section 11 concerning Fees Schedule for specific contracts over €5,000
* Updated section 12 concerning Tender Type and Procedure to be included in Tender Originators Form
* Included reference to pre-defined XML structure for specific contracts under €5,000 in section 13.1
* Included note on minimum time limits for deadline for tender submission and receipt of clarification requests under section 13.3
* Included note concerning declaration of conflict of interest by evaluating staff under section 14.1
* Included notes concerning approval and appeal for specific contracts below €5,000 under section 14.3
 |
| 3.0 | 14/01/2021 | Updated reference to minimum time-limits for deadline for tender submissions.  |
| 4.0 | 22/02/2021 | Updated reference to DCC approval for Specific Contracts above €10,000 |
| 5.0 | 27/05/2021 | Updated procedure for admittance to DPS and included references to Sectoral Procurement Directorate. Minor updates across.  |
| 6.0 | 05/11/2021 | Included guidance on modifications, optional quantities and minimum threshold for DPS. Included reference to local Award Notice (no TED publication). Minor amendments throughout.  |
| 7.0 | 14/03/2022 | Included reference to Procurement Originators Form and clarified uploading of documents for Specific Contracts estimated below €5,000. Included guidance on EU funded Specific Contracts.  |
| 8.0 | 17/10/2022 | Replaced references to SPU with SPD and updated reference to GPP clearance above €5,000. Updated configuration requirements. Minor amendments throughout. |
| 9.0 | 21/12/2022 | Updated guidance on EU funded Specific Contracts.  |
| 10.0 | 14/03/2023 | Updated guidance on UBO Information Sheet for Specific Contracts. |
| 11.0 | 25/04/2024 | Updated screenshots to reflect new ePPS GUI. Amended provisions on the percentage committed contract value of specific contracts, in line with DoC direction. |

# 2. Specific Contract Template

**Modification History**

|  |  |  |
| --- | --- | --- |
| **Version**  | **Release Date** | **Changes** |
| 1.0 | 14/05/2020 | New version for release. |
| 2.0 | 11/09/2020 | * Included note for publicity requirements on cover page (where applicable)
* Updated INCOTERMS reference
* Amended instruction notes for section 1.3, concerning time and place for acceptance of services/ supplies
* Included reference to EU funding in section 5.1
* Removed section 6.2
* Amended referencing for Mandatory General requirements document in section 7A(i)
* Included note that Notes 1 and 2 to Clause 7 are not applicable for these specific contracts
* Included instructions in section 3 concerning GPP requirements, consumables, configuration requirements, WEE obligations and overview of service/ supplier obligations.
 |
| 3.0 | 27/05/2021 | Replaced reference to ‘MPU’ with ‘SPD’. |
| 4.0 | 14/03/2022 | Included Data Processing requirements in Clause 7 (iii).  |
| 5.0 | 14/03/2023 | Included declaration concerning UBO Information Sheet as Clause 7 (ii) and re-numbered Data Processing requirement o Clause 7(iv). |

# 3. Baseline Hardware Specifications

**Modification History**

|  |  |  |
| --- | --- | --- |
| **Version**  | **Release Date** | **Changes** |
| 1.0 | 14/05/2020 | New version for release. |
| 2.0 | 22/02/2021 | * Updated instruction notes
* Included field for ‘Printer Type’ for Multifunction Printers and instructions accordingly.
 |
| 3.0 | 14/03/2022 | * Removed references to ‘Printer type’
* Updated instruction notes.
 |

# 4. Mandatory General Requirements

**Modification History**

|  |  |  |
| --- | --- | --- |
| **Version**  | **Release Date** | **Changes** |
| 1.0 | 14/05/2020 | New version for release. |
| 2.0 | 19/06/2020 | Included Part 1- tendering mandatory requirements  |
| 3.0 | 11/09/2020 | Updated instruction notes for requirements 13, 14, 17 and 18 concerning purchasing of consumables.  |
| 4.0 | 22/02/2021 | Updated Data Processing requirements  |
| 5.0 | 27/05/2021 | Replaced reference to ‘MPU’ with ‘SPD’. |
| 6.0 | 14/03/2022 | * Updated GPP requirements
* Updated Data Processing requirement
* Updated instruction notes throughout.
 |

# 5. Purchase Order Template

**Modification History**

|  |  |  |
| --- | --- | --- |
| **Version**  | **Release Date** | **Changes** |
| 1.0 | 14/05/2020 | New version for release. |
| 2.0 | 19/06/2020 | * Included green highlight to indicate fields to be filled in after award of Specific Contract; retained yellow highlight for fields to be filled in before publication of the specific contract.
 |
| 3.0 | 11/09/2020 | * Updated instruction notes on cover page to refer to specific contracts not exceeding €5,000
* Updated INCOTERMS reference
* Included clause and instruction notes for pre-financing guarantee (where applicable) under Clause 2 of Appendix C
* Included instruction notes for clauses 6 (Warranty) and 8 (Intellectual Property Rights and Indemnity) in Appendix C, delineating the text that can be removed when purchasing solely toners/ drums.
* Amended section 3.2 of Appendix D (Maintenance and Support Services) concerning reporting of incidents
* Amended title of Appendix E to ‘Guarantees’ and included pre-financing guarantee in instructions
 |
| 4.0 | 27/05/2021 | * Updated instructions detailing thresholds for maximum value of specific contracts.
* Included instruction note concerning data processing in Clause 12 of Appendix C
 |
| 5.0 | 14/03/2022 | * Updated Term of PO
* Updated Performance Guarantee clause
* Updated warranty period in clause 6
* Updated reference to availability of spare parts in clause 6 and Appendix D.
 |
| 6.0 | 17/10/2022 | Updated Performance Guarantee clause.  |
| 7.0 | 29/04/2024 | Updated Pre-Financing and Performance Guarantee clauses and instruction notes. Removed Guarantees’ Schedule placeholder. |

# 6. Letter of Engagement Template

**Modification History**

|  |  |  |
| --- | --- | --- |
| **Version**  | **Release Date** | **Changes** |
| 1.0 | 14/05/2020 | New version for release. |
| 2.0 | 19/06/2020 | * Included green highlight to indicate fields to be filled in after award of Specific Contract; retained yellow highlight for fields to be filled in before publication of the specific contract.
* Included clause entitled ‘Non-exclusive service’ as clause 19 in Appendix C Terms and Conditions for Purchase of Services.
* Clause entitled ‘General’ in Appendix C has been re-numbered to clause 20.
 |
| 3.0 | 11/09/2020 | * Included clause and instruction notes for pre-financing guarantee (where applicable) under Clause 2 of Appendix C
* Amended section 3.2 of Appendix D (Maintenance and Support Services) concerning reporting of incidents
* Amended title of Appendix E to ‘Guarantees’ and included pre-financing guarantee in instructions
 |
| 4.0 | 27/05/2021 | * Updated instructions detailing thresholds for maximum value of specific contracts.
* Included instruction note concerning data processing in Clause 12 of Appendix C
 |
| 5.0 | 14/03/2022 | * Updated Term of the LoE
* Updated Performance Guarantee clause
* Removed reference to availability of spare parts in clause 6.
 |
| 6.0 | 17/10/2022 | Updated Performance Guarantee clause.  |
| 7.0 | 29/04/2024 | Updated Pre-Financing and Performance Guarantee clauses and instruction notes. Removed Guarantees’ Schedule placeholder. |

# 7. Fees Schedule (Purchasing)

**Modification History**

|  |  |  |
| --- | --- | --- |
| **Version**  | **Release Date** | **Changes** |
| 1.0 | 19/06/2020 | New version for release. |
| 2.0 | 14/03/2022 | * Updated instruction notes to include reference to DoC Circular 10/2021
* Updated instructions to tenderers in filling out fees schedule
 |

# 8. Fees Schedule (Leasing)

**Modification History**

|  |  |  |
| --- | --- | --- |
| **Version**  | **Release Date** | **Changes** |
| 1.0 | 19/06/2020 | New version for release. |
| 2.0 | 27/05/2021 | Included option to specify rate per 100 copies.  |
| 3.0 | 14/03/2022 | * Updated instruction notes to include reference to DoC Circular 10/2021
* Updated instructions to tenderers in filling out fees schedule
 |

# 9. Specific Contract Template (Under €5,000)

**Modification History**

|  |  |  |
| --- | --- | --- |
| **Version**  | **Release Date** | **Changes** |
| 1.0 | 05/09/2020 | New version for release. |
| 2.0 | 11/09/2020 | Included reference to permissible rectifications concerning Literature List.  |
| 3.0 | 15/10/2020 | Added reference to Specific Contract budget, and a note advising the peruse of the Guidance Note where procurement of branded consumables are concerned. |
| 4.0 | 09/11/2020 | Included term for purchases that are staggered over time; clarified procurement of optional items; Amended Section 2 to include Tenderers’ Response Checklist to Technical Specifications. Updated XML Tender Structure.  |
| 5.0 | 25/01/2021 | Text relating to the estimated procurement value added to the Preamble (Instructions to Participants) |
| 6.0 | 27/05/2021 | Replaced references to ‘MPU’ with ‘SPD’ |