



Dynamic Purchasing System (DPS)

Information Session for CAs

28 January 2026

What is a Dynamic Purchasing System (DPS?)

A Dynamic Purchasing System (DPS) is a procurement procedure that can be used to procure commonly and repeatedly-used purchases, whilst speeding up the process and reducing the administrative burden on the part of all stakeholders.

DPS is established and runs for a determined period (in years).

DPS procedure is catered for in Regulations 174 to 180 of the Public Procurement Regulations. It is considered as a restricted procedure.

DPS constitutes of 2 phases:

- establishment of DPS by the Central Purchasing Body, CPB (MITA)
- Issuing of Specific Contract by the Contracting Authority.

Establishment of DPS

Contracting Authorities - CAs

- At any point during DPS term, CAs listed in Schedule 1 of the Public Procurement Regulations (S.L. 601.03) may apply to be admitted to the DPS
- A formal email is to be sent to the CPB on dps.mita@gov.mt requesting that the CA to become a participant to the DPS enabling the publication of specific contracts.

Establishment of DPS

Economic Operators – EOs (Suppliers)

- The DPS Establishment Document will include the Instructions to EO's and the high-level technical specifications/terms of reference of the DPS.
- Requests for participation are made only through ePPS.
- At this stage, the CPB assesses EOs' administrative eligibility against the selection criteria set out in the DPS Establishment Document. This step is carried out only once.
- Upon submission, the CPB evaluates the application within 10 working days (extendable by 5), admits eligible suppliers to the DPS via EPPS notification, or notifies ineligible suppliers with reasons of rejection.
- Rejected EOs may re-apply immediately.

Issuing of Specific Contracts

- Specific contracts related to the categories/requirements of the DPS can be issued during the period of establishment of the DPS.
- All admitted EOs are invited to tender.
- No specific contract can be published if an admittance application is still pending.
- MITA does not need to approve/reject the publication of a Specific Contract.
- EOs' **technical** and **financial** offers are evaluated by the Contracting Authority
- The specific contract will be managed like a conventional tender in respect to:
 - A fixed deadline for submission of tender online through EPPS
 - Clear delineation of the award criteria (e.g. Cheapest Technically Compliant)
 - Evaluation Process
 - Notifications to successful/unsuccessful tenderers
 - Appeals procedure
 - Signing of a contract (Purchase Order / Letter of Engagement)

Issuing of Specific Contracts

- Ensure that the Contracting Authority is admitted in the DPS.
- If the specific contract exceeds €10,000 publication has to be channelled through your respective SPD.
- Determine whether the intended procurement fits into one of the packages permissible under this DPS. The total cost of procurement of the Specific Contracts cannot exceed €250,000.
- Draft the tender documentation by perusing the templates available from the dedicated MITA website. No other templates are to be used.
- Seek all relative approvals and commitments of funds to proceed with publication.
- Ensure that a copy of the Procurement Originators Form is sent to MITA before publication of the Specific Contract.
- Liaise with SPD for publication of the Specific Contract or publish the Specific Contract yourself if the value of the contract is below €10,000.
- Once the admitted participants are invited to bid, manage the tendering period (clarifications, etc), set up the Evaluation Committee, unlock tenders, evaluate and adjudicate, and allow an appeals period as may be applicable.
- Inform MITA with the final outcome by sending a copy of the Contract Award Notice or inform with cancellation.

Contracting Authorities DPS Tasks (Schedule 16)

Task	Responsibility		
	MITA	SPD	CA
DPS Administration			
Administering the establishment of the DPS	✓		
Making available templates and guidance notes including updating as necessary	✓		
Admittance of SPD and CAs	✓		
Evaluation of applications for admittance to the DPS by interested suppliers and admitting/ rejecting accordingly	✓		
Monitoring of budget associated with DPS	✓		
Specific Contract Publication			
Filling in templates made available for Specific Contracts			✓
Drafting of Terms of Reference and/or technical specifications			✓
Seeking GPP clearance where necessary			✓
Obtaining internal authorisations for specific contracts, including signature of Procurement Originators Form (PoF)			✓
☞ If the value of the Specific Contract is below €10,000:			
Seek guidance/assistance from MITA in relation to Specific Contract drafting			✓
Creation of EPPS XML structure			✓
Dispatch of invitation to admitted candidates			✓
Sending copy of signed PoF to MITA, prior to publication			✓
Tender unlocking			✓
☞ If the value of the Specific Contract exceeds €10,000:			
Vetting of SC documentation from CAs		✓	
Seek guidance/assistance from MITA in relation to Specific Contract drafting		✓	
Creation of EPPS XML structure			✓*
Dispatch of invitation to admitted candidates		✓	
Sending copy of signed PoF to MITA, prior to publication		✓	
Tender unlocking		✓	
Specific Contract Adjudication and Post-Award			
☞ If the value of the Specific Contract is below €10,000:			
Evaluation of specific contracts			✓
Finalisation of process on EPPS including awarding of contract, informing successful and unsuccessful tenders of outcome, creating award notice and contract on EPPS.			✓
Populating Letter of Engagement/ Purchase Order following award			✓
Signature of Specific Contract			✓
Sending copy of Contract Award Notice to MITA, following award			✓
Contract management including receipt of performance guarantees, monitoring performance, issuing delivery notes, payments, adherence to contractual obligations, drafting amendments, completion reports.			✓
☞ If the value of the Specific Contract exceeds €10,000:			
Evaluation of specific contracts			✓
Finalisation of process on EPPS including awarding of contract, informing successful and unsuccessful tenders of outcome, creating award notice and contract on EPPS.		✓	
Populating Letter of Engagement/ Purchase Order following award		✓	
Signature of Specific Contract			✓
Sending copy of Contract Award Notice to MITA, following award		✓	
Contract management including receipt of performance guarantees, monitoring performance, issuing delivery notes, payments, adherence to contractual obligations, drafting amendments,			✓

Contracting Authorities DPS Tasks (Schedule 2)

Task	Responsibility		
	MITA	SPD	CA
DPS Administration			
Administering the establishment of the DPS	✓		
Making available templates and guidance notes including updating as necessary	✓		
Admittance of SPD and CAs	✓		
Evaluation of applications for admittance to the DPS by interested suppliers and admitting/rejecting accordingly	✓		
Monitoring of budget associated with DPS	✓		
Specific Contract Publication			
Filling in templates made available for Specific Contracts			✓
Drafting of Terms of Reference and/or technical specifications			✓
Seeking GPP clearance where necessary			✓
Obtaining internal authorisations for specific contracts, including signature of Procurement Originators Form (PoF)			✓
Seek guidance/assistance from MITA in relation to Specific Contract drafting			✓
Creation of EPPS XML structure			✓
Dispatch of invitation to admitted candidates			✓
Sending copy of signed PoF to MITA, prior to publication			✓
Tender unlocking			✓
Specific Contract Adjudication and Post-Award			
Evaluation of specific contracts			✓
Finalisation of process on EPPS including awarding of contract, informing successful and unsuccessful tenders of outcome, creating award notice and contract on EPPS.			✓
Populating Letter of Engagement/ Purchase Order following award			✓
Signature of Specific Contract			✓
Sending copy of Contract Award Notice to MITA, following award			✓
Contract management including receipt of performance guarantees, monitoring performance, issuing delivery notes, payments, adherence to contractual obligations, drafting amendments, completion reports.			✓

DPS 056/25 – Terms of Reference

- All Government Contracting Authorities will be able to make use of this DPS, for the procurement of:
 - Stand-alone printers (monochrome/colour)
 - Multifunction printers
 - Network multifunction printers
 - Large-format printers
 - 3D printers
 - Stand-alone scanners (flatbed, sheetfed, book scanners)
 - Consumables such as toners, cartridges, and 3D printing material but excluding printing paper
- Request for exemption is required in order to procure outside the DPS and this is to be forwarded to dps.mfin@gov.mt copying dps.mita@gov.mt.

DPS Important Links

- MITA Procurement Website Dedicated Page:
<https://procurement.mita.gov.mt/resources/dps/dps-printers-and-scanners/>
- DPS link on ePPS:
<https://www.etenders.gov.mt/epps/dps/prepareViewCfTDPSWS.do?resourceId=12455630>
- DPS generic mailbox: dps.mita@gov.mt



Thank You

Any Questions?