

REFERENCE NUMBER:

PG/PKM 789/25



**TITLE: RFQ FOR THE SUPPLY AND DELIVERY OF
CPC TRAINING TO PARKS MANAGEMENT
EMPLOYEES WITH PROJECT GREEN**

Date Published:

11th November 2025

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

18th November 2025

at 23:45 hrs CEST

Project Green

Avenue 77, Triq Negozju, Zone 3
Central Business District, Birkirkara CBD3010
<https://projectgreen.mt>

Section 1: Instructions to Economic Operators

- 1.1 Response to this RfQ is to be submitted by email on the following email address:
Procurement.pg@projectgreen.mt
- 1.2 All submissions will be dealt with in strictest confidence.
- 1.3 Participation Fee is Free.

Note: The Contracting Authority shall reserve the right to accept or reject offers exceeding €5,000 exclusive of VAT.

Section 2: General Information

2.1 Purpose

The purpose of this RfQ is **the Supply and Delivery of CPC Training to Parks Management Employees with Project Green.**

2.2 Scope and Terms & Conditions

The scope of works is to deliver CPC Training to Parks Management Employees. The service is to be carried out in accordance with the technical specifications forming part of this RFQ.

The Contractor shall be subject to a penalty for delay of €50 per day inclusive of Saturdays, Sundays and Public Holidays for any delays over the period of performance stated above. The Contracting Authority reserves the right to terminate the contract without notice when the penalties reach a value amounting to 30% of the contract price.

2.3 Specifications

2.3.1 Course Overview:

This 35-hour CPC Periodic Training course is designed to update and expand the knowledge and skills of professional drivers holding Category C (C1, C1+E, C, C+E) and D (D1, D1+E, D, D+E) licenses. The training ensures drivers remain safe, fuel-efficient, compliant with regulations, and professionally competent.

2.3.2 Course Objectives:

By end of the course, participants will:

- Enhance their understanding of rational and safe driving practices.
- Improve fuel efficiency and reduce wear and tear.
- Stay up to date with transport regulations and compliance.
- Increase awareness of health, safety, and environmental concerns.
- Learn how to handle emergencies and manual handling risks.
- Develop customer care skills and represent their companies positively.

2.3.3 Course Delivery Schedule:

- Total Duration: 35 hours
- Delivery Format: In-person (classroom-based)
- Completion Timeframe: One 7hrs session per week to be delivered in consecutive weeks.
- Language of Delivery: Maltese and English
- Start Date: No later than January 2026
- Attendance sheet record is mandatory for all sessions
- Course shall be delivered on a period of 2 months

2.3.4 Tutor Requirements:

- Fluent in Maltese and English
- Certified and experienced in CPC course delivery
- Familiar with local transport laws and EU Directive 2003/59/EC
- Able to deliver engaging, up-to-date and practical driver training

2.3.5 Learning Outcomes:

Upon successful completion, drivers will:

- Be awarded CPC Periodic Training Certification
- Be eligible for Code 95 update on their driving license (mandatory for professional drivers)
- Be equipped to perform their duties more safely, efficiently, and responsibly.

2.3.6 Certificate and Record-Keeping:

- Drivers will receive official confirmation of attendance for each 7-hour module.
- Course provider is responsible for notifying the competent authority for CPC code 95 updates.
- Certification both in hard and soft copies.

2.3.7 Additional Notes:

- All materials provided in both English and Maltese.
- The course will be delivered in accordance with the Local Directives and approved by the Malta Transport Authority.
- Training must take place in an approved training facility.

2.4 Execution Period

- 2.4.1 The time-limit for the execution of the contract shall be **two (2) months** from the date of the Purchase Order.

Section 3 Financial Offer

3.1 Financial Offer

The Economic Operator shall fill-in and submit their offer by filling the Form marked as '[Financial Bid Form](#)'. The Contracting Authority reserves the right to disqualify bidders who fail to submit or provide all the requested information requested in the '[Financial Bid Form](#)'.

Economic Operators must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. VAT shall be paid in accordance with the current VAT regulations.

3.2 Criteria for Award

- 3.2.1 The sole award criterion will be the price. The contract will be awarded to the bidder submitting the cheapest priced offer satisfying the requested administrative and technical criteria.

The Contracting Authority reserves the right to accept or reject financial offers exceeding the estimated procurement value based on the current market rates.

The Contracting Authority reserves the right to disqualify offers received late even though they might be technically and financially compliant (please refer to the cover page of this RfQ for the respective deadlines).

Furthermore, the Contracting Authority reserves the right to refuse or cancel this RfQ, in part or in full, at its discretion without any obligation.

3.3 Clarification meeting / Site-visit

- 3.3.1 No Clarification meeting/site visit will be held.

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