

**REFERENCE NUMBER:**

**PG/HR 946/25**



**TITLE: REQUEST FOR QUOTE FOR THE PROVISION  
OF FORKLIFT TRAINING FOR PROJECT GREEN  
OPERATORS**

**Date Published:**

**19<sup>th</sup> December 2025**

**Site Visit:**

**N/A**

**N/A**

**Deadline for Submission of Offers:**

**07<sup>th</sup> January 2026**

**at 23:59 hrs CEST**

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## **Project Green**

Avenue 77, Triq Negoju, 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](mailto: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 Provision of Forklift training for Project Green Operators**

#### **2.2 Scope and Terms & Conditions**

The scope of works is to deliver Forklift Operator Training and Certification as per Local OHSa Regulations to Project Green Operators.

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:**

By the end of the course, participants will:

- Be able to operate a forklift truck safely using correct driving techniques
- Demonstrate safe loading/unloading, movement of loads, and carry out stacking and de-stacking as activity on racking system
- Understand stability and lifting capabilities
- Carry out a pre-use inspection checks
- Follow Safe operating procedures

##### **2.3.2 Tutor Requirements:**

- Fluent in Maltese and English
- Certified and experienced in Forklift training course delivery

##### **2.3.3 Certificate and Record-Keeping:**

- Certification both on hard and soft copies

- 2.3.4 With the offer, the bidder is expecting to provide the following:
- What training resources are required (e.g., Location, Forklift, Television, etc.)
  - Total course duration

## 2.4 Execution Period

- 2.4.1 The time-limit for the execution of the contract shall be two (2) weeks 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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