



**REFERENCE NUMBER:**

PG/HR 430/26

**TITLE: REQUEST FOR QUOTATIONS FOR FIRST AID TRAINING COURSE.**

**Date Published:**

28<sup>th</sup> May 2026

**Site Visit:**

N/A

N/A

**Deadline for Submission of Offers:**

5<sup>th</sup> June 2026

at 23:45 hrs CEST

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## 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](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 for a **First Aid Training Course**.

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

The services are to be carried out at a training facility which shall be provided/arranged by the appointed service provided, in accordance with the 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**

- Training must be delivered in the Maltese language.
- Service provider is to provide course accreditation. As a minimum course is to be compliant to SL646.06 Workplace (First Aid) Regulations.
- A certificate of achievement must be issued to each attending delegate. Certificate should be valid for 3 years.
- Venue and course resources must be provided / arranged by the service provider.
- The service provider is requested to submit course content clearly indicating subjects which will be covered during the training. Course should include but not be limited to, use of AED and practical sessions.
- The service provider is to submit the maximum number of attendees allowed per session and the course duration.

#### **2.4 Execution Period**

- 2.4.1 The delivery of the training shall take place during the third quarter of this year, meaning not later than September 2026.

### **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.