## KEY EXPERT/S FORM (Note 2)

Tenderers are to substantiate their claims, in respect to the proposed Key Expert/s, by complying with and submitting the following at tendering stage:

1. relevant up-to-date CVs;
2. Statement of Availability and Declaration Form (as applicable);
3. Copy of Qualifications.

As applicable, Key Experts shall submit a filled-in *Statement of Availability* and the *Self-Declaration form* (as applicable and as per forms annexed below).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Key Expert Role (professional title) | Name and Surname | Nationality | Age | Qualification Title | MQF Level  (or equivalent) | Public Employee?  (choose only one option) | Authorisation to practice profession in Malta |
| Expert 1 (Project Manager and Lead Expert) |  |  |  |  |  | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Key Expert 2 (Strategic Marketing Expert) |  |  |  |  |  | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Key Expert 3 (Graphic Designer) |  |  |  |  |  | ☐ Yes  ☐ No | ☐ Yes  ☐ No |

*A Key Expert cannot fulfill more than one role.*

Qualifications required are defined with reference to the Malta Further & Higher Education Authority (MFHEA) (previously known as the Malta Qualifications Council) (<https://mfhea.mt/academic-qualifications/>).

It shall be the Tenderers’ obligation to ascertain that the qualifications possessed by the Key Experts proposed by them are equivalent to the established MQF/EQF Level prior to tender submission. The Evaluation Committee reserves the right to request the determination of the Malta Further & Higher Education Authority (MFHEA) (previously known as Malta Qualifications Council (MQC)) in checking the equivalency of the qualifications, which shall be final. The Malta Qualifications Recognition Information Centre (MQRIC) is the competent body within the Malta Further and Higher Education Authority (MFHEA) (previously known as NCFHE) that recognises qualifications against the Malta Qualifications Framework (MQF)​ and whose portal can be accessed here <https://mfhea.mt/>.

**Key Experts whose qualifications do not meet the minimum requirements in terms of equivalency, or the equivalency of which is dubious or cannot be determined, shall be rejected.**

## STATEMENT OF AVAILABILITY (Note 2)

**To Be completed by each individual key expert if required**

**Publication ref: T001/2022 GAGF (TNC) - PROVISION OF CONSULTANCY SERVICES FOR THE DESIGN AND IMPLEMENTATION OF A STRATEGIC MARKETING PLAN**

I, the undersigned, hereby declare my availability in the above-mentioned tender procedure in case of award. I further declare that I am able and willing to work for the period(s) foreseen for the position, even if there are delays in the conclusion of contract beyond the validity of offers, for which my CV has been included in the event that this tender is successful.

I confirm that during the implementation stage of this contract I will not be engaged in another project in a position which will prevent me from providing the services for which I am being nominated for this tender**.**

Furthermore, should this tenderer be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts and that the notification of award of contract to the tenderer may be rendered null and void.

**Name and Surname of Key Expert**: ....................................................................

**Signature: ....................................................................  
Name of Tenderer: ....................................................................**

**Date: .....................................................................**

## PUBLIC EMPLOYEES DECLARATION FORM (Note 2)

**To Be completed by each individual key expert/Personnel who is employed with the Public administration**

**Publication ref: T001/2022 GAGF (TNC) - PROVISION OF CONSULTANCY SERVICES FOR THE DESIGN AND IMPLEMENTATION OF A STRATEGIC MARKETING PLAN**

I, the undersigned, hereby declare that I do not have any Conflict of Interest as defined in the **Public Administration Act, Chapter 497 of the Laws of Malta – First Schedule, Code of Ethics, Article 5**.

I also declare that, I am not engaged in another project or in a position which may give rise to a possible private or personal interest sufficient to influence or appear to influence the objective exercise of my duties as public employee.

By making this declaration, I understand that as a public employee I shall avoid any financial or other interest or undertaking, which could directly or indirectly compromise the performance of my duties as public employee.

I am fully aware that the onus to disclose any possible conflict of interest lies solely on me and I shall be responsible to disclose any foreseen conflict of interest to my seniors/head of organization within one week from when the need arises as well as inform the Contractor accordingly.

In addition, as per the requirements of **Article 6.2.3.1 (Private Work) of the Public Service Management Code (PSMC)**, I also declare that the necessary approval from the respective Permanent Secretary or the Chairperson/CEO as the case may be has been sought, thus granting the undersigned permission to engage in business outside my official duties.

Furthermore, I confirm that I shall also abide by the provisions laid down in Article 21 – Ethics Clauses of the General Rules Governing Tendering.

**Name and Surname of Key Expert: ....................................................................**

**Signature: ....................................................................**

**Date: .......................................**