

Request for Quotations

Ref No: RFQ006-2026GAGF

Terms of Reference for:

**Provision of Legal Services to the Gozo Action Group Foundation
(On Occasional Basis)**

Gozo Action Group Foundation

23, Triq G.P.F. Agius De Soldanis, Victoria, VCT 1032
Tel:(356) 2155 0322

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REQUEST FOR QUOTATIONS (RFQ)

Provision of Professional Services to Assist the Gozo Action Group Foundation (GAGF) with the Provision of Legal Services to the Gozo Action Group Foundation (On Occasional Basis).

1. Scope

The Gozo Action Group Foundation (GAGF) is seeking the services of a suitably qualified Lawyer or Law Firm to provide legal services on an occasional and as-required basis.

The successful service provider shall provide legal advice, legal assistance and representation relating to the Foundation's operations, governance, employment matters, procurement, contracts, regulatory compliance, data protection and any other legal matters arising during the course of the Foundation's activities.

The cumulative total value of services procured under this engagement shall not exceed four thousand nine hundred and ninety-nine euro (€4,999), excluding VAT, during the contract period.

2. Background Information

The Gozo Action Group Foundation (GAGF) is a foundation composed of a group of local councils and private entities operating within the Island of Gozo in Malta. The Foundation is responsible to implement the LEADER Programme under the CAP Strategic Plan (2023-2027) within its territory, amongst others.

The overarching objective of the GAGF is to foster rural development within its territory, improve the quality of life for residents, and contribute to the economic prosperity of the region.

3. Duties and Responsibilities

The Contractor shall be responsible for providing legal services, as requested by the Gozo Action Group Foundation, including but not limited to the following:

- Providing legal advice and opinions;
- Assisting in legal correspondence and negotiations;
- Advising on governance, regulatory compliance and statutory obligations;
- Drafting, reviewing and vetting contracts, agreements, policies and legal documents;
- Advising on employment and industrial relations matters;
- Advising on procurement and contractual matters;
- Representing or assisting the Foundation before Courts, Tribunals and administrative authorities where required;
- Attending meetings whenever requested;
- Performing legal research and analysis;
- Providing any other legal assistance reasonably required by the Foundation.

All tasks shall be completed as requested in a timely manner to meet the timeframes established by the Gozo Action Group Foundation Decision Committee, in accordance with the organisation's requirements and in compliance with its decisions and established deadlines.

4. Procedure

The contract shall be awarded to the applicant submitting the lowest priced technically compliant offer, provided that all eligibility requirements are satisfied.

This RFQ is being issued in accordance with the Public Procurement Regulations (S.L. 601.03).

5. Administrative Criteria for Submissions

Interested parties must submit their quotation via email to **info@leadergozo.eu** by **Wednesday, 23rd September 2026**.

The bidder must provide the details the key expert(s) who will be responsible for providing the legal services.

Submissions must include:

- i. Financial Proposal – Financial Proposal indicating the hourly fee using the Financial Bid Form (Annex 1).
- ii. Curriculum Vitae of the proposed key expert/s
- iii. Copy of Warrant of the key expert(s) to practise as a Lawyer in Malta
- iv. Identification Document – Copy of ID card, passport, or equivalent.
- v. Declaration Concerning Exclusion Grounds and Blacklisting – duly completed and signed (Annex 2).

Late submissions will not be considered.

6. Technical Criteria – Qualifications and Requirements

6.1 The proposed key expert(s) must:

- Hold a valid Warrant to practise the legal profession in the Maltese Islands; and
- Be authorised to provide legal services in accordance with the applicable laws of Malta.

6.2 Competences and Experience

Applicants shall demonstrate, through the Curriculum Vitae of the proposed key expert(s), that they possess:

- Experience in providing legal services and legal advice;

- Knowledge of Maltese legislation and regulations;
- Experience in drafting, reviewing and interpreting contracts, agreements and other legal documentation;
- Experience in advising on employment and industrial relations matters;
- Knowledge of corporate governance, administrative law, regulatory compliance and data protection legislation;
- Knowledge of the Public Procurement Regulations (S.L. 601.03) and public procurement procedures shall be considered an asset;
- Ability to meet deadlines and provide timely legal advice; and

7. Nature of Engagement

The selected applicant shall be engaged on a non-exclusive, as-needed basis. Assignments will be issued periodically depending on the operational needs of the GAGF.

This engagement shall not constitute employment on a full-time or part-time basis. No minimum workload, fixed hours, or guaranteed assignments shall apply.

8. Service Conditions

- Payments will be made based on agreed terms, following signing of the contract.
- Payment shall be effected only upon satisfactory completion of each assignment
- No retainer fees or guaranteed workload shall apply
- The service provider must adhere to GDPR requirements
- The selected applicant must declare any conflict of interest
- Assignments must be completed within agreed timelines
- If the maximum contract value is exhausted during the contract period, any further assignments shall require a new procurement process.

9. Date of Commencement & Period of Execution

The contract shall enter into force on the date of signature by both parties and shall remain valid until 31st December 2028.

The price quoted shall refer to the hourly professional fee for the provision of legal services, as submitted in the Financial Offer, and shall remain fixed and unchanged for the entire duration of the contract period.

10. Submission Deadline & Contact Information

All quotations and documentation must be submitted by email to: info@leadergozo.eu
Deadline: **Wednesday, 23rd September 2026**

For clarifications, contact the GAGF via email before the submission deadline.

Terms & Conditions

- The GAGF reserves the right to cancel this RFQ without assigning any reason.
- The financial offers received shall remain valid for a period of 20 working days from submission deadline.
- The successful bidder shall be bound by the contract terms agreed with GAGF.
- If the service provider fails to deliver or perform the agreed-upon services, the contract may be terminated.

Annex 1 - Financial Bid Form

Financial Bid for the Provision of Legal Services to the Gozo Action Group Foundation **(RFQ006-2026GAGF)**

*Contracting Authority: Gozo Action Group Foundation
23, Triq G.P.F. Agius De Soldanis,
Victoria, VCT 1032, Gozo.*

1. Applicant Details

Full Name / Company Name	
ID Card No. / Company Registration No.	
Proposed Key Expert(s)	
Warrant No. of Proposed Key Expert(s)	
VAT Number	
Address	
Mobile Number	
Email Address	

2. Financial Offer

Having examined the Request for Quotations and all relevant conditions, I / We hereby offer to provide legal services on an occasional, as-required basis at the following professional fee:

Description	Price Exc. VAT (€)	VAT (€)	Price Inc. VAT (€)
Hourly Professional Fee for the Provision of Legal Services	€	€	€

3. Financial Declaration

- The above financial offer is inclusive of all administrative costs, professional fees, overheads, and any other charges.
- No additional costs shall be claimed unless authorised in writing by the Contracting Authority.
- Payment shall be claimed only upon satisfactory completion of each assignment.
- This financial offer shall remain valid for a period of 20 working days from the submission deadline.

4. Conflict of Interest Declaration

I / We declare that there is no actual or potential conflict of interest and undertake to inform the Contracting Authority should any arise.

5. Signature

Name & Surname	
Signature	
Date	

Annex 2 – Declaration Concerning Exclusion Grounds and Blacklisting
for the Provision of Legal Services to the Gozo Action Group Foundation
(RFQ006-2026GAGF)

I, the undersigned, hereby declare that I, or the economic operator that I represent, do not fall under any of the exclusion grounds listed under Part VI of the Public Procurement Regulations (S.L. 601.03), as amended.

I further declare that I, or the economic operator that I represent, have not been blacklisted by the Government of Malta and are not subject to any exclusion, suspension, prohibition, or restriction that would prevent the award or execution of a contract with the Gozo Action Group Foundation.

I undertake to immediately notify the Gozo Action Group Foundation should any circumstance arise during the validity period of the quotation or during the execution of any resulting contract that may affect the declarations made herein.

I understand that the submission of false, misleading, or incomplete information may result in the rejection of the quotation, termination of any resulting contract, and any other action permitted by law.

Signature

Name of the bidder/company

Date