

<b>Expression of Interest:</b>	<b>Medical Services</b>
<b>Service:</b>	<b>The Provision of Medical Services to Jobsplus' Clients</b>
<b>Ref. No:</b>	<b>EOI/JP/01/25</b>

## Scope of work

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Jobsplus is seeking to engage the provision of medical services within the Inclusive Employment Services Unit. This includes:

- providing medical assessments and maintain a register of Persons with Disabilities;
- assessing the employability of each client within the context of their disability;
- compiling and submitting completed assessment reports;
- sitting in multidisciplinary boards;
- delivering thematic information sessions to clients.

## Service Requirements

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### Geographic area:

Malta and Gozo

The service will be required:

- In Malta and Gozo.
- Mornings and/or afternoons between 8:30 to 15:30.
- Average of 30 hours per month at €80 per hour.

### Contractor Obligations:

The medical practitioner shall report to Jobsplus premises and shall be required to:

- encourage other Jobsplus' clients to apply for the RDP register due to their disability or medical condition.
- guide clients who are unfit for work to apply for social assistance with DSS.
- confirm dates set for medical reviews in one (1) week time after receiving said dates by the Contracting Authority.
- confirm that lists of clients to be assessed are not followed privately, and to confirm any amendments or additions to assessment schedules and clients in writing as required by the Contracting Authority. The service provider is to attend for the medical reviews on the day/s requested by the Contracting Authority, the service provider is to inform the Contracting Authority, in writing, immediately by making the necessary amendments.
- attend review dates in a timely manner as per schedule.
- assess the employability of the client within the context of their disability. Persons with Disability could fall under the following categories:
  - Intellectual disability
  - Physical disability

- Visual Impairment
  - Hearing Impairment
  - Psychological/Psychiatric
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- categorise the above-mentioned disabilities by using a disability coding system known as Classification of Disablement this will be provided by the Contracting Authority.
  - provide the Contracting Authority with the provenance of the guidance/referencing tools used when assessing the disability and employability of any prospective registrant within four (4) weeks after signing of the contract. The service provider is obliged to abide with the 'Equality Act 2010 Guidance' tool to assess disability and employability.
  - submit completed assessment reports provided by the Contracting Authority on the same day of assessment.
  - fill out the attendance sheet provided by the Contracting Authority on the same day of assessment.
  - assist in the formulation of assessment tools and any other documentation as required by the Contracting Authority.
  - serve on a multidisciplinary team which will involve a psychologist, occupational therapist, employment advisor and other related professional workers to deliver psycho-social assessments for prospective clients including other vulnerable job seekers.
  - acknowledge that medical assessments are to be carried out at premises so designated by Contracting Authority in Malta and Gozo.
  - attend each session punctually and is to provide services throughout the agreed duration. The medical practitioner shall inform in writing at least 48 hours prior to the review date the Contracting Authority if s/he is unable to provide the Service.
  - shall make use of own transport and transportation charges (excluding ferry tickets) will not be refunded by the Contracting Authority.

### **Duration**

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The duration of the contract shall be of thirty-six (36) months with the possibility of a further extension, which will be up to a maximum of twelve (12) months.

### **Payments**

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The payments will be made against presentation of a valid monthly invoice issued by the Contractor. The latter shall invoice the Contracting Authority for the services rendered during that month at the applicable fee by using the attendance document that will be provided by the Contracting Authority during the execution of the contract.

## Equipment

The Contractor shall protect any system equipment being used during the execution of the service contract. Nevertheless, no equipment is to be purchased on behalf of the Contracting Authority/beneficiary country as part of this service contract or transferred to the Contracting Authority/beneficiary country at the end of this contract. Any equipment related to this contract which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

## Selection requirements

Applicants shall be:

- Proficient in both Maltese and English languages.
- Registered with the Medical Council (Malta) to operate as a Medical Practitioner.
- In possession of a warrant issued by the competent authority to practice the medical profession in Malta.

Applicants will be also selected according to their availabilities listed in the Availability Declaration Form.

## Application Process

Interested parties are to submit a response containing, as a minimum, the following information and documentation:

1. Name of service provider, contact person and contact details
2. CV and copies of the requested qualifications
3. Annex 1 - Declaration that all the Contractor's Obligations listed in this expression of interest are to be adhered to
4. Annex 2 - Availability Declaration Form
5. Annex 3 - Data Protection Declaration Form
6. Annex 4 - Key Experts' Form (only applicable for Private Clinics or Medical Companies).

Interested service providers are kindly requested to send an electronic version of their Curriculum Vitae and Warrant, together with the Medical Council registration number and a duly signed copies of the declarations annexed with this call. The latter should be sent to [tenders.jobsplus@gov.mt](mailto:tenders.jobsplus@gov.mt) by not later than 23<sup>rd</sup> May 2025. Any clarifications shall be sent to the same email address as per the below table:

	Date	Time
Deadline for request for any additional information (clarifications) from the Contracting Authority	14/05/2025	12:00
Last date on which additional information (reply to the clarifications) can be issued by the Contracting Authority	19/05/2025	12:00
Deadline for submission of applications	23/05/2025	12:00

## ANNEX 1 – DECLARATION (CONTRACTOR’S OBLIGATIONS)

### The Provision of Medical Services to Jobsplus’ Clients

Ref. No: EOI/JP/01/25

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With reference to the advert ‘EXPRESSION OF INTEREST for the Provision of Medical Services, and in terms of the Contractor’s Obligations thereto, I ..... (NAME OF INDIVIDUAL) declare that I am interested to provide this service.

I also confirm that:

- ☐ I am proficient in both Maltese and English languages.
- ☐ I am registered with the Medical Council (Malta) to operate as a Medical Practitioner.
- ☐ I am in possession of a warrant issued by the competent authority to practice the medical profession in Malta.

Signature .....

ID Card No .....

Date .....



## ANNEX 2 - STATEMENT OF AVAILABILITY

### The Provision of Medical Services to Jobsplus' Clients

Ref. No: EOI/JP/01/25

I, the undersigned, hereby declare my availability in the below table.

(Tick as applicable)

Availability	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (between 08:30 - 12:00)					
Afternoon (between 12:00 - 15:30)					
Other  <hr/> <i>(please specify)</i>					

Signature .....

Full Name .....  
(BLOCK LETTERS)

ID Card No .....

Date .....



## ANNEX 3 - DECLARATION REGARDING DATA PROTECTION

### The Provision of Medical Services to Jobsplus' Clients

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I, the undersigned, hereby acknowledge that by submitting the requested documentation, Jobsplus shall be able to assess my conduct in terms of the exclusion criteria laid down in Part VI of the Public Procurement Regulations (S.L. 601.03) (hereinafter referred to as the "Regulations") whereas my efficiency, professional and technical capacity (know-how, experience and reliability) is evaluated according to the selection criteria set out in Part VII of the Regulations.

I am fully aware that personal information about the absence of a conflict of interest for reasons involving family, emotional life, political or national affinity, economic or any other shared interest with the beneficiary, as well as information about (the absence of) certain convictions, such as for bankruptcy, professional misconduct, fraud or corruption, shall also be processed as required by the Regulations.

I confirm that I agree that the processing of personal data within this procurement procedure can be considered as necessary for the performance of a public interest task, namely the management and functioning of Jobsplus. Therefore, such processing is considered legitimate on the basis of Article 6 point 1 (e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regards to the processing of personal data and on the free movement of such data (GDPR).

I confirm that as the contractor engaged by the Contracting Authority, I shall adhere with the provisions and regulations of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

Signature .....

Full Name .....  
(BLOCK LETTERS)

ID Card No .....

Date .....

## ANNEX 4 – KEY EXPERTS’ FORM

The Provision of Medical Services to Jobsplus’ Clients

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Key Expert Role (professional title)	Name and Surname	Nationality	Age	Qualification Title	MQF Level (or equivalent)	Authorisation to practice profession in Malta
Key Expert 1						<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Expert 2						<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Expert 3						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

*Kindly insert more rows (if applicable)*