SECTION 5 – SUPPLEMENTARY DOCUMENTATION

Annex	Description
Annex 1	Tender Submission Form / Form of Tender
Annex 2	Identification Details of the Tenderer
Annex 3	Declaration of Acceptance of Tender Conditions
Annex 4	Declaration on Exclusion Grounds
Annex 5	Declaration of Non-Conflict of Interest
Annex 6	List of Similar Contracts / Relevant Experience
Annex 7	List of Key Personnel and CVs
Annex 8	List of Subcontractors and Consortium Members (where applicable)
Annex 9	Technical Offer / Technical Compliance Statement
Annex 10	Bill of Quantities / Schedule of Prices (where applicable)
Annex 11	Sample List
Annex 12	Literature List

ANNEX 1

TENDER SUBMISSION FORM / FORM OF TENDER

Tender Reference: 04/2026

Project: Upgrading Works of the Existing Theatre Stage at the Parish Centre, Xewkija, Gozo.

To: The Contracting Authority

We, the undersigned, having examined the tender documents, including the instructions to tenderers, terms and conditions, technical specifications, drawings and Bill of Quantities, hereby submit our offer for the execution and completion of the works described in this tender.

1. Tenderer's Details

- Name of Company: _____
- Registered Address: _____
- VAT Registration Number: _____
- Company Registration Number: _____
- Authorised Representative: _____
- Position: _____

2. Financial Offer

We hereby offer to undertake and complete the works for the total amount of:

- Total Tender Price excluding VAT: €_____
- VAT: €_____
- Total Tender Price including VAT: €_____

Amount in words: _____

3. Tender Commitments

We hereby confirm that:

1. We have examined and understood all tender documentation.
2. We accept the terms and conditions of the tender.
3. The information submitted with this offer is true, accurate and complete.
4. Our offer shall remain valid for the period stipulated in the tender document.
5. We undertake to execute the works within the stipulated contract duration.
6. We acknowledge that no Bid Bond is required for this tender.
7. We understand that the submission of this tender does not automatically entitle us to the award of the contract.

4. Declaration

We declare that we are duly authorised to submit this tender and legally bind the company.

Name: _____

Position: _____

Signature: _____

Company Stamp: _____

Date: _____

ANNEX 2

IDENTIFICATION DETAILS OF THE TENDERER

Tender Reference: 04/2026

A. General Information

Particulars	Details
Full legal name of company	
Trading name (if applicable)	
Registered address	
Business address	
Country of registration	
Company registration number	
VAT registration number	
Date of establishment	
Telephone number	
Email address	
Website	

B. Authorised Representative

Particulars	Details
Full name	
Position within company	
Telephone number	
Email address	

C. Legal Status

Please indicate the legal status of the tenderer:

☐ Limited Liability Company
☐ Sole Trader
☐ Partnership
☐ Cooperative
☐ Other: _____

D. Declaration

I hereby declare that the information provided above is correct and complete.

Name: _____

Position: _____

Signature: _____

Company Stamp: _____

Date: _____

ANNEX 3

DECLARATION OF ACCEPTANCE OF TENDER CONDITIONS

Tender Reference: 04/2026

Project: Upgrading Works of the Existing Theatre Stage at the Parish Centre, Xewkija, Gozo.

We, the undersigned, hereby declare that:

1. We have carefully examined the complete tender documentation.
2. We have read and understood the Instructions to Tenderers, Terms of Reference, Technical Specifications, Conditions of Contract and all applicable annexes.
3. We accept the conditions and requirements stipulated in the tender documents.
4. We have obtained all necessary information required to prepare our tender.
5. We have taken into consideration the nature, location and extent of the proposed works.
6. We undertake to complete the works in accordance with the specifications, drawings and requirements established by the Contracting Authority.
7. We acknowledge that no Bid Bond is required for this tender.
8. We understand that any award shall be subject to the applicable procurement rules and the formal contract.

Tenderer's Details

Company Name: _____

Authorised Representative: _____

Position: _____

Signature: _____

Company Stamp: _____

Date: _____

ANNEX 4

DECLARATION ON EXCLUSION GROUNDS

Tender Reference: 04/2026

I, the undersigned, acting on behalf of:

Name of Economic Operator: _____

Company Registration Number: _____

hereby declare, to the best of my knowledge and on behalf of the Economic Operator, that:

1. The Economic Operator is not subject to any applicable mandatory exclusion grounds under the relevant public procurement legislation.
2. The Economic Operator has not been convicted of offences that would result in exclusion under the applicable procurement regulations.
3. The Economic Operator is not in bankruptcy, insolvency or liquidation proceedings, except where permitted under applicable law.
4. The Economic Operator has fulfilled its obligations relating to the payment of taxes and social security contributions, as required by law.
5. The Economic Operator has not committed serious professional misconduct that would justify exclusion.
6. The Economic Operator has not engaged in collusion, fraud, corruption or any other prohibited practice relating to public procurement.
7. The information provided in this declaration is complete and accurate.

We undertake to notify the Contracting Authority immediately should any of the above circumstances change during the procurement procedure.

Important: This declaration is supplementary and does not replace the European Single Procurement Document (ESPD), where the ESPD is required by the tender documentation.

Authorised Declaration

Name: _____

Position: _____

For and on behalf of: _____

Signature: _____

Company Stamp: _____

Date: _____

ANNEX 5

DECLARATION OF NON-CONFLICT OF INTEREST

Tender Reference: 04/2026

I, the undersigned, acting on behalf of:

Name of Economic Operator: _____

hereby declare that:

1. Neither the Economic Operator nor its representatives have any known conflict of interest that could affect their participation in this procurement procedure.
2. We have not entered into any agreement or arrangement with other tenderers intended to distort competition.
3. We have not attempted to obtain confidential information relating to this tender through unauthorised means.
4. We have not attempted to influence the evaluation or award process improperly.
5. We shall immediately inform the Contracting Authority of any situation that may give rise to an actual, potential or perceived conflict of interest.
6. We undertake to comply with all applicable rules relating to transparency, integrity and impartiality.

Declaration by the Tenderer

I confirm that the above information is true and accurate.

Name: _____

Position: _____

Company: _____

Signature: _____

Company Stamp: _____

Date: _____

ANNEX 6

LIST OF SIMILAR CONTRACTS / RELEVANT EXPERIENCE

Tender Reference: 04/2026

The tenderer shall provide details of previous contracts demonstrating relevant experience in works similar in nature, size and complexity to the project being tendered.

Schedule of Relevant Experience

No.	Client / Contracting Authority	Project Description	Contract Value (€)	Start Date	Completion Date
1					
2					
3					
4					
5					

Additional Information

For each project listed, please provide:

- Brief description of the works undertaken.
- Nature and scope of the contractor's responsibilities.
- Whether the project was completed successfully.
- Name and contact details of the client or reference person.

Supporting documentation may include completion certificates, reference letters or copies of relevant contracts, where requested.

Declaration

I hereby certify that the information provided is accurate and that the projects listed were undertaken by the tendering company or the relevant entity identified.

Name: _____

Position: _____

Signature: _____

Company Stamp: _____

Date: _____

ANNEX 7

LIST OF KEY PERSONNEL AND CURRICULUM VITAE (CVs)

Tender Reference: 04/2026

The tenderer shall provide details of the personnel proposed for the execution and supervision of the works.

A. Key Personnel

No.	Name and Surname	Proposed Position	Qualifications Years of Experience
1		Project Manager	
2		Site Supervisor	
3		Technical Personnel	
4		Skilled Worker / Specialist	

B. Curriculum Vitae

A separate CV should be completed for each key person.

1. Personal Details

- Full Name:
- Proposed Position:
- Nationality (if required):
- Contact Details:

2. Academic and Professional Qualifications

Qualification Institution Year Obtained

3. Relevant Professional Experience

Employer / Project Position Held Description of Responsibilities Period

4. Relevant Skills and Competencies

C. Availability Declaration

I confirm that I am available to participate in the execution of the project, should the contract be awarded to the tenderer.

Name: _____

Signature: _____

Date: _____

D. Tenderer's Declaration

I confirm that the personnel listed above are proposed for the execution of the works and that the information supplied is accurate.

Authorised Representative: _____

Signature: _____

Date: _____

ANNEX 8

LIST OF SUBCONTRACTORS AND CONSORTIUM MEMBERS

Tender Reference: 04/2026

The tenderer shall identify any subcontractors or consortium members proposed to participate in the execution of the contract.

A. Subcontractors

No.	Name of Subcontractor	Registration / VAT Number	Address	Nature of Works to be Subcontracted	Percentage of Contract
1					
2					
3					

B. Consortium Members (if applicable)

No.	Name of Consortium Member	Registration Number	Address	Role and Responsibilities
1				
2				
3				

C. Declaration

We hereby declare that:

1. All subcontractors and consortium members proposed have been identified above.
2. The nature and extent of their involvement have been accurately described.
3. We accept responsibility for ensuring that all subcontracted works comply with the requirements of the contract.
4. We shall notify the Contracting Authority of any changes in accordance with the tender and applicable procurement requirements.

☐ No subcontractors or consortium members are proposed.

Authorised Representative: _____

Company: _____

Signature: _____

Date: _____

ANNEX 9

TECHNICAL OFFER / TECHNICAL COMPLIANCE STATEMENT

Tender Reference: 04/2026

The tenderer shall complete this form to demonstrate compliance with the technical specifications and requirements of the proposed works.

A. Technical Compliance Schedule

No.	Technical Requirement	Tenderer's Proposed Solution / Description	Compliant (Yes/No)	Reference to Supporting Document
1	Compliance with project specifications			
2	Materials to be used			
3	Quality of workmanship			
4	Proposed construction methodology			
5	Installation procedures			
6	Health and safety arrangements			
7	Environmental protection and waste management			
8	Testing and commissioning, where applicable			
9	Completion and handover			

B. Proposed Methodology

Please describe how the works will be carried out, including the proposed sequence of operations.

C. Materials and Equipment

Please identify the main materials, equipment and products proposed for the project.

D. Proposed Duration

Proposed commencement period: _____

Proposed completion period: _____

Total duration of works: _____

E. Deviations or Qualifications

Please identify any deviations from the technical specifications.

_____

_____

If there are no deviations, write: **NONE**.

F. Declaration

We confirm that the technical information submitted is accurate and that the proposed works will comply with the tender specifications, subject to any deviations expressly declared above and accepted by the Contracting Authority.

Company Name: _____

Authorised Representative: _____

Signature: _____

Date: _____

ANNEX 10

BILL OF QUANTITIES (BOQ) / SCHEDULE OF PRICES

TENDER DOCUMENT
UPGRADING WORKS OF THEATER'S STAGE

PARISH CENTRE
XEWKIJA GOZO

TENDER REFERENCE NUMBER: 04/2026

BILL OF QUANTITIES

Pricing Preamble

The Contractor's price shall be deemed to include, without limitation:
Warranty and defects liability obligations.
All transport, insurance, overheads, profit and incidental costs necessary to provide a complete and operational installation.

No additional payment shall be made for any component or activity reasonably required for the complete installation and commissioning unless expressly instructed as a Variation under the Contract.

If any item in the Bill of Quantities is left unpriced, then it shall be deemed that the

Contractor is taking provision for the price of this item in the rest of the rates.

Item No	Description	Qty	Unit of Measure	Rate including Taxes, other Duties, & Discounts but Exclusive of VAT €	Amount including Taxes, other Duties & Discounts but Exclusive of VAT €
1	**Main Stage Front Curtain ;** To supply and install a Greek model theatre curtain, with a central opening. The preferred colour shall be within the crimson, deep red, wine red or burgundy colour range. The final colour shall be determined and approved by the Contracting Authority before manufacture. Dimensions: L = 10 m (width) H = 6.50 m (height)Material : A Sample is to be attached to the quote. All curtain fabrics shall achieve Class 1 classification in accordance with EN 13773:2003 – Textiles and textile products – Burning behaviour – Curtains and drapes – Classification scheme.	150	M2		
2	**Main Stage Front Valance ;** To supply and install a valance (decorative fabric piece) at the top of the stage curtain. Dimensions; Width (L) 10 m Height (H) 1.20 m	12	M2		

	The preferred colour shall be within the crimson, deep red, wine red or burgundy colour range. The final colour, shall be determined and approved by the Contracting Authority before manufacture. Material and Fabric Requirements A fabric sample shall be attached to the quotation. All curtain fabrics shall achieve Class 1 classification in accordance with EN 13773:2003 – Textiles and textile products – Burning behaviour – Curtains and drapes – Classification scheme.				
3	**Front Stage Curtain Track System** ; Supply and install a galvanized steel track system for the theatre curtain inclusive of a manual cord opening system. Minimum lifting load 500 kg.	1	No		
4	**Tracking System;** Supply and install a galvanized steel track system for the theatre valance.	1	No		

5	**Stage Flooring ;** Supply and install timber flooring with tongue-and-groove locking system. The flooring shall rest on and be securely fixed to the underlying RSJ steel beams. Material SpecificationsType: Solid hardwood or high-density engineered timber suitable for stage performance use.Thickness: 33 mm (3.3 cm). Joint System: Precision tongue-and-groove locking system to ensure a tight, even surface with minimal movement or gaps. Finish: Smooth, sanded surface suitable for painting or sealing; final finish as approved by the Client. Moisture Content: 10–12% (maximum) at the time of installation. Edge Treatment: All exposed edges to be finished with suitable trims or skirting as approved. Installation Requirements The timber flooring shall be fixed to RSJ steel beams using suitable fasteners and sub-framing members to ensure structural stability and load-bearing performance. The installation shall allow for thermal and moisture expansion as per standard timber flooring practices. All joints shall be tightly fitted; no visible gaps or unevenness will be accepted. Work shall be carried out by qualified carpenters with experience in stage or performance flooring systems. Quality Assurance and Testing All timber materials shall be new, defect-free, and properly seasoned.Samples of the timber boards and finishes shall be submitted for	100	M2		

	Client approval prior to installation. Installed flooring shall be inspected for levelness, alignment, and finish quality before handover. The rate shall include supply of all materials, labour, tools, equipment, fasteners, sub-framing, and coordination with steel structure works.				

6	**Fire Retardant treatment for floor ;** The Contractor shall treat all timber stage flooring with a fire-retardant product that complies with relevant national fire safety standards. The treatment shall ensure that the timber achieves a reduced flammability rating suitable for performance and public spaces. Materials Fire-Retardant Product: Commercially approved, non-toxic, water- or solvent-based fire-retardant suitable for interior timber surfaces. Certification: All materials must be accompanied by a manufacturer's or supplier's certification confirming compliance with fire-retardancy standards (e.g., Class B or equivalent as per local regulations). Finish Compatibility: The product must be compatible with the intended finish of the timber flooring (e.g., varnish, sealant, or paint). Application RequirementsTreatment shall be applied on both faces, after installation and sanding of the timber stage flooring. The application shall follow the manufacturer's instructions for coverage, number of coats, drying times, and safety precautions. All surfaces, including edges and joints, must be evenly coated to ensure consistent fire-retardant performance.Areas not intended for treatment (e.g., metal supports) shall be adequately masked or protected. Quality Assurance and Certification; The Contractor shall provide written certification from the fire-retardant product manufacturer confirming that the treatment has been applied correctly and that the	100	M2		

	treated timber meets the required fire safety classification. The treated floor shall be inspected for even coverage, adherence, and absence of damage prior to handover. The tendered rate shall include the cost of the fire-retardant product, labour, protective equipment, tools, and any required certification documentation.				

7	**Painting of Stage Flooring;** Supply and apply approved paint to timber floor. The Contractor shall supply and apply paint to all timber stage flooring as previously installed. The painting shall provide a durable, uniform, and aesthetically approved finish suitable for stage use and compatible with fire-retardant treatment. MaterialsPaint Type: High-quality approved interior timber paint suitable for performance flooring. Product type, color, and finish be submitting to and approving by the Client prior to application. Number of Coats: As per manufacturer's paint specifications and technical datasheet, typically two or more coats to achieve full coverage and desired finish. Primer/Undercoat: If required by paint manufacturer, apply suitable primer or undercoat to ensure adhesion and durability. Application Requirements Timber surface must be clean, dry, and free from dust or contaminants prior to painting. All edges, corners, and joints must be evenly coated. Apply paint using appropriate methods (brush, roller, or spray) to achieve a smooth, even finish without runs, drips, or brush marks. Allow recommended drying time between coats as per manufacturer's instructions. Quality Assurance Finished surface shall be uniform in colour and sheen, free of streaks, bubbles, or defects. Any paint imperfections must be rectified prior to final acceptance.	100	M2		
8	**Scenic Black Backdrops ;** To supply, fabricate, and install three (3) scenic backdrops (top borders), each equipped	3	No		

	with a manual rope pulley system for raising and lowering. Fabrics shall achieve Class 1 classification in accordance with EN 13773:2003 – Textiles and textile products – Burning behaviour – Curtains and drapes – Classification scheme.				
9	**Stage Leg Black Curtains;** To Supply, delivered, and install of ten (10) stage leg curtains complete with rope-operated suspension and supporting hardware. Fabrics shall achieve Class 1 classification in accordance with EN 13773:2003 – Textiles and textile products – Burning Behaviour – Curtains and drapes – Classification scheme.	10	No		
10	**Fabric Black Backdrop;** **To** supply and install a backdrop,fabricated from high-quality flame-retardant fabric, mountedon an appropriate track system, and installed to cover the full stage width and height as specified. Fabrics shall achieve Class 1 classification in accordance with EN 13773:2003 – Textiles and textile products – Burning behaviour – Curtains and drapes – Classification scheme.	1	No		
11	**White Projection Screen ;** To Supply, delivered, and install one (1) fixed white backdrop screen, securely mounted to the ceiling structure, to serve as a projection surface for cinema or presentation use. Fabric shall achieve Class 1 classification in accordance with EN 13773:2003 – Textiles and textile products – Burning behaviour – Curtains and drapes – Classification scheme.	1	No		
12	**Heavy Duty Tiles** ; Supply ,lay and grout porcelain stone ware tiles semi-gloss on Existing subbase. Dimension 60 x 60 cm. Cement Look grey colour. Grouting grey.	60	M2		

13	**Painting of Stage walls** ; Supply and apply two coats of approved paint to the internal walls. Any scaffold needed is to be included in the rate.	120	M2		
	VAT				
	GRAND TOTAL				

SUMMARY

Schedule Nos	Description	Amount including Taxes, other Duties & Discounts but Exclusive of VAT
		€
1	Main Stage Front Curtain ;	
2	Main Stage Front Valance ;	
3	Front Stage Curtain Track System ;	
4	Tracking System valance;	
5	Stage Flooring ;	
6	Fire Retardant treatment for floor;	
7	Painting of Stage Flooring;	
8	Scenic Backdrops ;	
9	Stage Leg Curtains ;	
10	Fabric Black Backdrop ;	
11	White Projection Screen ;	
12	Heavy Duty Tiles ;	
13	Painting of Stage walls ;	
	TOTAL	
	VAT	
	GRAND TOTAL	

Declaration

We confirm that the prices entered above include all costs necessary for the proper execution and completion of the works in accordance with the tender requirements, subject to the pricing provisions in the tender document.

We further confirm that no Bid Bond is required for this tender.

Company Name: _____

Authorised Representative: _____

Signature: _____

Company Stamp: _____

Date: _____

ANNEX 11

SAMPLE LIST

Tender Reference: 04/2026

The tenderer shall provide details of any samples required under the technical specifications of this tender.

A. Schedule of Samples

No.	Item / Material	Manufacturer / Brand	Model / Reference	Technical Description	Sample Submitted (Yes/No)
1					
2					
3					
4					
5					

B. Sample Identification

Each sample submitted shall be clearly labelled with:

- Tender Reference: 04/2026
- Name of Tenderer
- Sample Number
- Description of Material / Product
- Manufacturer and Product Reference

C. Declaration

We confirm that the samples submitted correspond to the materials and products proposed in our technical offer.

We understand that the samples may be examined by the Contracting Authority for the purpose of assessing compliance with the technical specifications.

☐ Samples submitted as required.

☐ No samples are required for this tender.

Company Name: _____

Authorised Representative: _____

Signature: _____

Date: _____

Annex 12 Literature List

The tenderer shall list all technical literature, brochures, catalogues, product data sheets and other supporting documentation submitted with the tender.

A. Schedule of Technical Literature

No.	Document / Literature Description	Manufacturer / Supplier	Product / Model Reference	Relevant BOQ Item / Specification	Attached (Yes/No)
1	Product Technical Data Sheet				
2	Manufacturer's Catalogue				
3	Product Brochure				
4	Installation Instructions				
5	Material Specifications				
6	Certificates / Test Reports				
7	Warranty Information				
8	Other Supporting Literature				

B. Additional Information

Please provide any additional technical information relevant to the products and materials proposed.

C. Declaration

We confirm that the technical literature listed above relates to the products and materials proposed in our tender submission.

We further confirm that the information provided is accurate and that the products offered shall comply with the technical specifications and requirements of the tender.

Company Name: _____

Authorised Representative: _____

Signature: _____

Company Stamp: _____ Date: _____