



Call for Quotations (CfQ)

This project is being financed through the European Structural and Investment Funds 2014-2020.

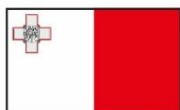
PROVISION OF MENTAL HEALTH TRAINING FOR NGO STAFF

Issued by: Fondazzjoni Sebh

CfQ#: ESF.02.163/2.4

Issue Date: 29 September 2023

Response/Submission Date and Time: 9 October 2023 at noon



Operational Programme II - European Structural and Investment Funds 2014-2020
"Investing in human capital to create more opportunities and promote the well-being of society"
Project part-financed by the European Social Fund
Co-financing rate: 80% European Union; 20% National Funds



Table of Contents

Section A: Instructions.....	3
Section B: General Information.....	4
Section C: Details of Information Requested.....	6
Section D: Additional Information	7
Section E: Financial Bid Form	7

Section A: Instructions

1) Responses to this CfQ are to be submitted through e-mail at projects.sfd@sebh.mt

All submissions will be dealt with in strictest confidence.

2) The General Rules Governing Tendering Version 4.9, found through www.etenders.gov.mt/Resources , shall apply in principle to this Call for Quotations.

3) The Estimated Procurement Value for this Call for Quotations has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the Estimated Procurement Value, based on market research, is € 8,500 excluding VAT.

The purpose of this value shall be the guidance of prospective bidders when submitting their offer and is not to be considered as a binding capping price.

Therefore, the published Estimated Procurement Value is not restrictive and final on the Contracting Authority. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value.

Section B: General Information

1) Purpose

The purpose of this Call for Quotation (CfQ) is the provision of mental health training for NGO staff.

2) Beneficiary

The beneficiary and Contracting Authority, being Fondazzjoni Sebħ is the point of contact for this CfQ. Please refer any inquiries to:

Fondazzjoni Sebħ VO/1622
72B, Triq Villambrosa, Hamrun HMR 1127
Tel: +356 2247 0900
Email: projects.sfd@sebh.mt

3) Scope and Terms & Conditions

3.1 Objective

The overall objectives of this contract is to enhance and strengthen the skills set of staff working within Fondazzjoni Sebħ and its partners Fondazzjoni Dar San Guzepp, and St Patrick's Residential Services.

3.2 Results

The delivery of training courses on:

- Youth Mental Health First Aid Training
- Safety Intervention Training

3.3 Target Groups

NGO staff members working within Fondazzjoni Sebħ, Fondazzjoni Dar San Guzepp, and St Patrick's Residential Services. Target Participant Groups:

- Care Workers/Social Support Workers
- Care Co-Ordinators
- Residential Support Mentors/Assistants
- House Leaders/Home Managers
- Social Workers/Professional Workers
- Assistant Managers
- Senior Managers

An estimated total of 52 persons will be participating in the training courses.

3.4 Course Description

Course A - Youth Mental Health First Aid Training

Material covered:

- i. Mental Health Problems to be covered:
 - a. Depression
 - b. Anxiety

- c. Eating Disorders
 - d. Psychosis
 - e. Substance Use
- ii. Mental Health Crises Situations to be covered:
 - a. Suicidal thoughts and behaviours in youths
 - b. Non-suicidal self-injury in youths
 - c. Panic attacks in youths
 - d. Traumatic events in youths
 - e. Severe psychotic state in youths
 - f. Severe effects from alcohol or other drug use in youths
 - g. Aggressive behaviour in youths

Minimum contact hours: 14 hours

Course B - Safety Intervention Training

Material covered:

- i. How to recognize and respond to crisis behaviour
- ii. Safe Physical Intervention
- iii. The Crises Prevention and Intervention crisis development model
- iv. Integrated Experience
- v. Communication skills
- vi. Responding to Defensive Behaviour
- vii. Safety Interventions – Disengagement Skills & Holding Skills
- viii. Restrictive Interventions
- ix. Decision Making
- x. Post Crisis

Minimum contact hours: 13 hours

3.5 Logistics

Training facilities and equipment needed to deliver the training, in-person, online and record it, will be provided by the Contractor.

Training Groups for each course shall be split into groups of circa 15 participants. Therefore, two groups of Course A and Course B.

3.6 Execution of the Contract

The performance of the contract shall commence upon signature of the contract by the Contracting Authority and the Contractor.

The duration of the contract shall be a period of 7 weeks, or until 30th November 2023 (whichever comes first), starting from the date of the Contracting Authority's endorsement of the Contract Agreement.

3.7 Reporting

The Contractor is to complete attendance sheets as per the template provided by the Contracting Authority.

Certificates of achievement/completion are to be provided to trainees who successfully complete the training.

3.8 Requirements

Course A - Youth Mental Health First Aid Training

Key Expert 1 – Trainer

- One (1) Trainer who must be in possession of a recognised Mental Health First Aid Instructor certification.

Course B - Safety Intervention Training

Key Expert 2 - Trainer

- One (1) Trainer who must be in possession of a recognised Instructor Certification and Instructor Renewal in CPI Safety Intervention Foundation Programme.

3.9 Payments

This is a Global Price Contract, the following is the repayment schedule:

Payment	Description	Percentage (%)
Balance	Following the full completion of the courses, against proof of attendance sheets and presentation of a valid invoice.	100%
Total		100%

Section C: Details of information requested

1) General Economic Operator Information

The Contracting Authority is asking interested Economic Operators to submit a response containing, the following information:

- Declaration concerning exclusion grounds ^(Note 2)
- Declaration concerning selection criteria ^(Note 2)
- Declaration concerning conditions of employment ^(Note 2)

2) Specific Project Overview

The selected bidder will be expected to deliver the services outlined in Section B.

3) Response Format and Award Criteria ^(Note 3)

Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the Contracting Authority in the Call for Quotations.

The award criteria for this Call for Quotations are the **Price**.

As part of the response format, bidders shall:

- i. Complete the Technical Offer Form
- ii. Complete the Financial Bid Form
- iii. Key Experts:
 - a. Key Experts Form
 - b. Statement of Availability Form
 - c. Self-declaration form for Key Experts (relating to public employees)
 - d. CVs

Section D: Additional Information

(Note 2) and (Note 3) in this document mean the following:

2. Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.

3. No rectifications shall be allowed. Only clarifications on the submitted information may be requested. Tenderers will be requested to clarify the submitted information within five (5) working days from notification.

Requests for Clarifications and/or Rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.

Section E: Financial Bid Form ^(Note 3)

Attached

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT.