



Department of Fisheries and Aquaculture
Agriculture Research and Innovation Hub
Ingiered Road
Marsa
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Call for an Expression of Interest to provide the following service:

Provision of Services for Winch Room Attendants at Various Localities

Expression of Interest: 01/2026

Opening Date for Submissions: 06/07/2026

Closing Date for Submissions: 13/07/2026 at 12:00

1. Objective of the Public Call

- 1.1 The Department of Fisheries and Aquaculture (DFA), within the Ministry for Agriculture, Fisheries and Food Supply, hereinafter referred to as the 'Contracting Authority', is hereby publishing this call for the purpose of identifying eligible persons to provide services as Winch Room Attendants at:

**Birżebbuġa – St George's Bay Breakwater
Gnejna – Gnejna Bay**

- 1.2 The prospective candidates will be responsible for the following:

Opening and closing the assigned winch room whenever the hauling of vessels is required by fishermen.



The Service Provider/s must accept all the requirements in writing as a condition of their service contract. Any potential conflict of interest, prior to or during the provision of the service, must be declared by the Service Provider/s.

- 1.3 These services will be provided on contract for a period of thirty-six (36) months. After the expiry of the thirty-six (36) months, the Service Provider/s may be offered a new contract for a further period of twelve (12) months under the same terms and conditions.
- 1.4 The selected applicant/s, hereinafter referred to as the Service Provider/s, shall be subject to standards of performance and expected outputs during the contract period. Unsatisfactory performance may lead to termination of the contract in accordance with established procedures and good practice.
- 1.5 All references to any particular gender shall be construed to refer to and include all genders.

2. Applicable Rules and Regulations

The Service Provider/s shall conform to the business ethos of Government. For the duration of the contract, they shall act in all respects in accordance with the instructions and directions issued by the Director General (DFA) or their delegated representative. The Service Provider/s shall also be bound to maintain the confidentiality of all proceedings and correspondence relating to this service.

3. Duration of Contract and Payment

3.1 The selected Service Provider/s shall be expected to enter into a contract to provide the said service for the period indicated in clause 1.2. The contract period shall commence **on the last date of signature of the contract agreement.**

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3.2 The payment rate shall be €600.00, excluding VAT, per year of rendered service.

3.3 The Service Provider/s shall be responsible, as applicable, for settling any dues in the form of taxes and/or other contributions arising out of and related to this contract agreement, in accordance with the prevailing legislation in Malta. The Service Provider/s shall be responsible for paying Social Security Contributions, Income Tax, VAT and any other dues or taxes that may be applicable.

3.4 Payment by the Contracting Authority for the contracted service shall be made in arrears at the end of each year against an invoice issued and duly signed by the Service Provider/s. Payment may only be effected once the direct supervisor in charge certifies that the services have been rendered.

3.5 The Service Provider/s shall render the service from a place of work designated by the Director General (DFA) or their delegated representative.

3.6 The Contracting Authority reserves the right to annul the Expression of Interest (EOI) procedure and reject all expressions without thereby incurring any liability to the affected applicants. In doing so, the Contracting Authority shall not be liable to provide any reason whatsoever.

4 Termination of Services

4.1 The Contracting Authority reserves the right to terminate this contract by giving one week's notice before the termination of the contract period, without having to provide any justification.

4.2 If the Service Provider/s terminate their service otherwise than in accordance with this agreement, they shall provide one week's notice. Failure to provide such notice shall render the Service Provider/s liable to pay, as liquidated damages, the equivalent of one week's payment.



5. Services Required

5.1 The services required by the Winch Room Attendant/s shall include the following:
Opening and closing the assigned winch room whenever the hauling of vessels is required by fishermen.

5.2 The Service Provider/s shall be required to provide the service whenever required, from Monday to Sunday, between 06:00 and 18:00. **The Service Provider/s will be notified at least one (1) day in advance.**

5.3 The Service Provider/s shall treat all information as confidential. Successful applicants will be required to sign a declaration of confidentiality as part of the service contract. Any potential conflict of interest, whether prior to or during the provision of the service, must be declared by the Service Provider/s. Potential conflicts of interest will be considered by the Contracting Authority before a contract is offered to the successful applicant/s.

6. Eligibility Requirements

6.1 At the time of application, applicants must:

6.1.1 be citizens of Malta;

6.1.2 possess a good command of the Maltese and English languages;

6.1.3 be of good moral character. Applicants must produce a Certificate of Conduct issued by the Police, dated not earlier than one (1) month before the date of application;

6.1.4 be registered with the Commissioner for Revenue for VAT. Applicants must produce a copy of their VAT Registration Certificate.

6.2 Successful applicants undertake to perform the duties assigned to them to the best of their ability, commitment and endeavour.



7. Selection Process

7.1 The Contracting Authority will select candidates depending on the location of the winch room applied for in relation to the applicant's address. Representatives of local associations of boat owners and/or fishers will be preferred.

7.2 One winch room will be assigned to each successful candidate.

7.3 Copies of the requested documents should be attached to the application.

8. Application Procedure

Completed application forms, together with a detailed CV, Police Conduct Certificate, copies of original certificates, all other supporting documents, and all eligibility requirements listed in clause 6, as applicable, must be deposited by hand in the tender box provided at:

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by the closing time and date indicated in this document and in the advert published in the Government Gazette.

8.1 By the closing time and date, ALL bids/applications must be physically deposited at the reception at the Department of Fisheries and Aquaculture. If any call for EOI is extended by the Contracting Authority, the new time and date shall be construed as the new submission deadline. Any tender document delivered or received after the closing time and date shall be considered a late submission. Late submissions shall not be accepted.

8.2 Submissions shall be contained in a sealed package/envelope, with the advert number clearly marked on the outside, and submitted either by recorded delivery through an official postal/courier service or by hand. In all instances, submissions must



be deposited at the above address. **Any other method of submission shall NOT be accepted.**

9. Notification of Award of Contract for Service

9.1 The Contracting Authority shall notify the successful applicant/s in writing that their application has been recommended by the Selection Committee.

9.2 All applicants shall be notified of the outcome of the evaluation process and shall be provided with the list showing the order of merit. In all instances, the procedure shall be regulated pursuant to the Data Protection Act and any other relevant legislation.