

# REQUEST FOR QUOTES (RFQ)

NOTARY PUBLIC SERVICES TO OVERSEE THE  
CHURCH SCHOOLS' ADMISSIONS PROCESS

## ACADEMIC YEAR 2026-2027

**Issued by:**

The Admissions Office  
Secretariat for Catholic Education  
36, Triq l-Imdejda, Hal-Balzan BZN 1520, Malta

**Date of Issue:** 28 January 2026

**RFQ Reference Number:** SfCE/RFQ/NOT/2026-2027

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## 1.0 INTRODUCTION AND CONTEXT

### 1.1 Background

The Secretariat for Catholic Education invites qualified Notaries Public registered in Malta to submit quotations for the provision of notarial services to oversee and certify the Church Schools' admissions process for the academic year 2026-2027.

The admissions process for the academic year 2026-2027 encompasses four distinct levels of entry:

- **Kindergarten 1 (K1)** – Applicants born in 2023 (Malta & Gozo)
- **Kindergarten 2 (K2)** – Applicants born in 2022 (Malta)
- **Year 1 Primary (Y1)** – Applicants born in 2021 (Malta)
- **Form 1 Secondary (F1)** – Applicants born in 2015 (Malta & Gozo)

The admissions process is governed by the Admissions Regulations published and available at <https://church.mt/archdiocese/church-schools/>

### 1.2 Purpose of this Request for Quotes

The purpose of this RFQ is to engage a qualified and experienced Notary Public to provide professional notarial services to ensure the integrity, transparency, and legal compliance of all ballots, registration sessions, and related procedures conducted during the admissions process. The selected Notary Public shall serve as an independent witness to certify the fairness and accuracy of all proceedings. As stated in the applicable Admissions Regulations, the ballot and registration sessions will be streamed live on [www.church.mt](http://www.church.mt) and the Notary Public will be physically present to certify the whole process.

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## 2.0 DETAILED SCOPE OF SERVICES

### 2.1 Overview of Required Notarial Services

The selected Notary Public shall provide comprehensive notarial oversight and certification services for all ballot draws and registration sessions conducted as part of the Church Schools admissions process for the academic year 2026-2027. The services may encompass all admissions procedures, however the presence and role of the Notary Public shall be essential as will be specified hereunder.

### 2.2 Specific Tasks and Responsibilities

The Notary Public shall be required to perform the following tasks:

#### 2.2.1 Physical Presence To Oversee Process

- Be physically present at all scheduled ballot and registration sessions as detailed in Section 2.3 below.
- Arrive at the venue at least 30 minutes before the commencement of each session to review procedures and equipment.
- Remain present throughout the entire duration of each session until its conclusion.
- Exercise professional vigilance to ensure all procedures are conducted in accordance with the published Admissions Regulations.

#### 2.2.2 Verification, Certification and Record-Keeping

- Verify as necessary the integrity of ballot mechanisms, including but not limited to physical drawing equipment and any digital systems (if/when applicable).
- Verify as necessary that applicant lists, application numbers, and all relevant data are accurate.
- Witness and certify the drawing of ballots in accordance with the prescribed methodology outlined in the Admissions Regulations.
- Witness and certify the school registration process, ensuring that applicants are called in the correct rank order as established by the ballots.
- Certify the accuracy of records taken throughout the process, intervening as may be necessary to ensure the entire process has been conducted fairly, transparently, and in full compliance with the applicable regulations.
- Maintain relevant records of the process for any subsequent verification that may be necessary.

## 2.2.3 Handling of Foreseeable Problems and Irregularities

The Notary Public must be prepared to oversee and certify procedures in the event of foreseeable problems, including but not limited to:

### Technical Problems:

- Failure of live streaming transmission – The Notary must certify that a recording was made and will be uploaded as soon as circumstances permit.
- Failure or malfunction of ballot drawing equipment – The Notary must oversee alternative procedures to ensure fairness.

### Procedural Issues:

- Applicant name not included in ballot – The Notary must oversee the procedure whereby three groups of numbers are drawn (units, tens, and hundreds) to establish the applicant's number, and if necessary, oversee a ballot between applicants with the same number as provided for in the Admissions Regulations.
- Parents/custodians cannot be reached during registration – The Notary must certify that appropriate procedures are followed, including attempts to contact via separate emergency telephone numbers and that non-contacted parents' choices do not override already-made selections.
- Discrepancies in documentation – The Notary must note any discrepancies and advise the Secretariat for Catholic Education accordingly.

### Infringement Allegations:

- If allegations of infringement of regulations arise during a session, the Notary must document the allegation and certify the Admissions Office response in accordance with the Infringement Procedures published on [www.church.mt](http://www.church.mt). Furthermore, the Notary may be required to advise the Admissions Office on appropriate action for situations which are not contemplated in the Admissions Regulations.

The Notary shall exercise professional judgment and independence in addressing any unforeseen issues that may arise, always with the objective of ensuring fairness, transparency, and compliance with the published regulations.

## 2.2.4 Communication and Coordination

- Attend at least one pre-commencement briefing meeting with the Admissions Office to review procedures, schedules, and expectations.
- Maintain regular communication with the Admissions Office designated contact person.
- Be available by telephone or email for urgent consultations during the admissions period.
- Notify in writing the Delegate for Catholic Education and the Admissions Office immediately of any conflicts of interest, scheduling conflicts, or other matters that may affect the provision of services.

## 2.2.5 Professional Conduct and Impartiality

- Maintain strict impartiality and independence throughout the engagement.

- Declare any conflicts of interest that may arise, including but not limited to personal or professional relationships with applicants, parents or custodians.
- Adhere to the Code of Ethics and professional standards governing the notarial profession in Malta.
- Exercise due diligence and professional care in all aspects of the engagement.
- Be persons of good moral standing, demonstrating integrity, respect for human dignity, and a commitment to values that are aligned with the ethos, mission, and teachings of the Catholic Church.

## 2.3 Schedule of Ballot and Registration Sessions

The Notary Public shall be required to attend and provide notarial services for all sessions detailed in the regulations published on [www.church.mt](http://www.church.mt), and as listed below. All sessions are planned to be held at the Secretariat for Catholic Education, 30/36, Triq Idmejda, Hal-Balzan BZN 1520, Malta, unless otherwise notified.

| Description                            | Date     | Time  |
|----------------------------------------|----------|-------|
| Ballot Gozo K1                         | 20.03.26 | 09:00 |
| Ballot Gozo F1 Boys                    | 20.03.26 | 10:30 |
| Ballot Gozo F1 Girls                   | 20.03.26 | 11:00 |
| Registration Gozo K1                   | 01.04.26 | 09:00 |
| Serious Cases Ballot Malta Criteria 1  | 24.03.26 | 09:00 |
| Serious Cases Ballot Malta Criteria 3  | 24.03.26 | 10:00 |
| Participation Ballot Malta F1 Boys     | 27.03.26 | 09:00 |
| Participation Ballot Malta F1 Girls    | 27.03.26 | 10:30 |
| Choice of School Ballot Malta F1 Boys  | 16.04.26 | 09:00 |
| Choice of School Ballot Malta F1 Girls | 16.04.26 | 10:30 |
| Participation Ballot Malta Y1 Boys     | 10.04.26 | 09:00 |
| Participation Ballot Malta Y1 Girls    | 14.04.26 | 09:00 |
| Choice of School Ballot Malta Y1 Boys  | 21.04.26 | 09:00 |
| Choice of School Ballot Malta Y1 Girls | 24.04.26 | 10:30 |
| Participation Ballot Malta K2 Girls    | 28.04.26 | 09:00 |
| Choice of School Ballot Malta K2 Boys  | 14.05.26 | 09:00 |
| Choice of School Ballot Malta K2 Girls | 19.05.26 | 09:00 |
| Choice of School Ballot Malta K1 Boys  | 21.05.26 | 09:00 |
| Choice of School Ballot Malta K1 Girls | 26.05.26 | 09:00 |
| Registration Malta F1 Boys             | 30.04.26 | 09:00 |
| Registration Malta F1 Girls            | 05.05.26 | 09:00 |
| Registration Malta Y1 Boys             | 07.05.26 | 09:00 |
| Registration Malta Y1 Girls            | 12.05.26 | 09:00 |
| Registration Malta K2 Girls            | 28.05.26 | 09:00 |
| Registration Malta K2 Boys             | 03.06.26 | 09:00 |
| Registration Malta K1 Boys             | 05.06.26 | 09:00 |
| Registration Malta K1 Girls            | 05.06.26 | 10:00 |

**Note:** All times indicated are Central European Time (CET). Sessions will be live-streamed.

**Total Number of Sessions:** Indicatively, the number of sessions for the admissions process of 2026-2027 will be in the region of 28 sessions as per above (subject to variations according to needs).

## 2.4 Compliance with Admissions Regulations

The Notary Public is encouraged to gain an extent of familiarity with the Admissions Regulations prior to the commencement of services. The Notary is expected to:

- Be in a position to review regulations as may be necessary.
- Understand the criteria hierarchy (Criteria 1a through 1h, Criteria 2, and Criteria 3).
- Understand the ballot methodologies (Participation Ballot, Choice of School Ballot, particular ballots).
- Understand the registration procedures, including waiting lists.
- Be familiar with requirements for Serious Cases.
- Maintain confidentiality also in accordance with the Data Protection Act 2018.

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## 3.0 ELIGIBILITY CRITERIA AND MINIMUM REQUIREMENTS FOR BIDDERS

### 3.1 Mandatory Eligibility Requirements

To be eligible to participate in this procurement process, bidders must satisfy all of the following mandatory requirements:

#### 3.1.1 Legal and Professional Status

- Be a qualified Notary Public registered and in good standing with the Notarial Council of Malta.
- Hold a valid warrant to practice as a Notary Public in Malta.
- Have no pending disciplinary proceedings or sanctions from the Notarial Council or the Chamber of Advocates and Notaries Public.
- Be persons of good moral standing, demonstrating integrity, respect for human dignity, and a commitment to values that are aligned with the ethos, mission, and teachings of the Catholic Church.

#### 3.1.2 Experience and Competence

- Provide documented evidence of a minimum of ten (10) years of active practice as a Notary Public in Malta. However, interested Notaries Public with less years of experience, are still invited to submit their bid. The latter may still be considered at the sole discretion of SfCE depending on bids submitted.
- Demonstrate experience in witnessing and certifying public proceedings, ballots, draws, or similar events.

#### 3.1.3 Availability and Commitment

- Confirm availability to attend all scheduled ballot and registration sessions as detailed above.
- Commit to attending a pre-commencement briefing meeting with the Admissions Office.
- Commit to provide support as may be required throughout the process.

### **3.1.4 Independence and Impartiality**

- Declare that the bidder has no conflicts of interest, including but not limited to not having immediate family members applying for admission into Church Schools during the respective process.

### **3.1.5 Language Proficiency**

- Demonstrate fluency in both Maltese and English, as sessions may be conducted in either language and documentation may be required in both languages.

## **3.2 Evaluation of Eligibility**

Bids that do not meet all mandatory eligibility requirements will be disqualified and will not proceed to technical and financial evaluation. Provided that the provision in 3.1.2 on the expected years of experience, applies. SfCE reserves the right to request additional documentation or clarification to verify eligibility at any stage of the process.

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## **4.0 REQUIRED SUBMISSION MATERIALS**

Bidders must submit a complete proposal consisting of the following components. Incomplete submissions will not be considered.

### **4.1 Administrative and Eligibility Documentation**

All bidders must submit the following administrative documents:

- Covering letter expressing formal interest and commitment to provide notarial services for all scheduled sessions in case of selection.
- Police Conduct issued not earlier than two (2) months from the date of submission.
- Copy of valid warrant to practice as a Notary Public.
- Detailed CV of the Notary Public who will perform the services.
- Signed declaration confirming independence and absence of conflicts of interest, committing to notify the Delegate for Catholic Education immediately if any conflict arises.
- Any other relevant documentation which may be deemed appropriate by the bidder, and/or which may be requested by SfCE.

### **4.2 Technical & Financial Proposal**

#### **4.2.1 Technical Proposal**

A succinct Technical Proposal should be provided to demonstrate the bidder's understanding of the requirements, methodology, and approach to delivering the required services.

## 4.2.2 Financial Proposal

The Financial Proposal It needs to include:

- Fee Structure:
  - Provide a fixed fee (in Euros, inclusive of VAT) for attendance at each scheduled ballot or registration session as detailed above.
  - Provide an hourly rate (in Euros, inclusive of VAT) for any consultations, meetings, or additional work beyond attendance at sessions.
- Payment Terms:
  - Invoicing schedule (e.g., monthly, upon completion of services, etc.).
  - Payment period (e.g., 30 days from receipt of invoice).

## 4.2.3 Validity of Offer

The Financial Proposal must remain valid for at least one (1) year from the submission deadline.

## 4.3 Supporting Evidence

Bidders may include any additional supporting documentation deemed relevant, including but not limited to:

- Testimonials or letters of recommendation from previous clients.
- Professional certifications or awards.
- Any other relevant documentation.

## 4.4 Format and Submission Requirements

- All documents must be submitted in English or Maltese (or both).
- Documents should be submitted electronically (PDF format).

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# 5.0 CONTRACT DURATION AND RENEWAL TERMS

## 5.1 Contract Period

The contract resulting from this RFQ shall be for a fixed period covering the Church Schools admissions process for the academic year 2026-2027.

**Indicative Contract Start Date:** 9 March 2026.

**Indicative Contract End Date:** 30 June 2027 for admissions process of 2026-2027, provided that it may be renewed as stipulated hereunder.

The contract shall cover all ballot and registration sessions scheduled between March 2026 and June 2026, as well as any subsequent sessions related to waiting lists, infringement investigations, or other matters arising from the 2026-2027 admissions process until 30 June 2027.

## 5.2 Option for Renewal for Future Academic Years

SfCE may, at its sole discretion, offer the selected bidder the opportunity to provide notarial services for the subsequent three (3) academic years (specifically 2027-2028, 2028-2029, 2029-2030) without conducting a new competitive procurement process.

Such renewal shall be subject to:

- Satisfactory performance during the 2026-2027 engagement.
- Mutual agreement on fees and terms for the subsequent year.
- The Notary Public's continued eligibility and good standing.
- Continued absence of conflicts of interest.

SfCE is under no obligation to renew the contract, and the selected bidder has no automatic entitlement to renewal.

## 5.3 Early Termination

Either party may terminate the contract with 30 days' written notice in the event of:

- Material breach of contract terms.
- Conflict of interest arising during the engagement.
- Force majeure circumstances preventing performance.

In the event of early termination, the Notary Public shall be compensated for all services rendered up to the date of termination.

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# 6.0 AWARD AND EVALUATION CRITERIA

## 6.1 Evaluation Process

All eligible bids will be evaluated by an ad hoc Selection Committee appointed by SfCE in two stages:

1. **Technical Evaluation** – Assessment of the Technical Proposal.
2. **Financial Evaluation** – Assessment of the Financial Proposal.

Whilst ensuring fairness for all bidders, the Selection Committee may ask to meet bidders to seek clarity and to complement bids submitted.

## 6.2 Technical Evaluation Criteria

The Technical Proposal will be evaluated against the following criteria. The maximum technical score is 100 points.

| Criterion                                   | Sub-Criteria                                                                                                                                                                                           | Maximum Points |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>1. Understanding of Requirements</b>     | Demonstrated depth of understanding of the Church Schools admissions process and the Notary's role. This may be enhanced with the identification of key challenges and risks, amongst other key areas. | 40             |
| <b>2. Proposed Methodology and Approach</b> | Clarity and appropriateness of the proposed methodology. This may include recommended quality assurance and compliance measures, as well as handling of irregularities and disputes.                   | 40             |
| <b>3. Professional Experience</b>           | Years of experience as a Notary Public, one (1) point per year will be awarded for every full year, up to a maximum of twenty (20).                                                                    | 20             |
| <b>TOTAL TECHNICAL SCORE</b>                |                                                                                                                                                                                                        | <b>100</b>     |

## 6.3 Financial Evaluation Criteria

The Financial Proposal will be evaluated based on the total estimated cost calculated from the rates provided by the bidder. The bid with the lowest total estimated cost will receive the maximum financial score of 100 points. Other bidders will be scored proportionally as follows:

$$\text{Financial Score} = (\text{Lowest Total Cost} / \text{Bidder's Total Cost}) \times 100$$

## 6.4 Combined Score and Award Decision

The final score for each bid will be calculated as follows:

$$\text{Final Score} = (\text{Technical Score} \times 0.70) + (\text{Financial Score} \times 0.30)$$

The contract will be awarded to the bidder with the highest final score, subject to:

- Verification of eligibility and supporting documentation.
- Successful negotiation of contract terms.
- Absence of conflicts of interest.

## 6.5 Award Notification

SfCE will notify all bidders of the award decision in writing within 10 working days of the final evaluation. The successful bidder will be invited to enter into a formal contract with SfCE.

## 6.7 Right to Reject and Right to Clarifications

SfCE reserves the right to:

- Reject any or all bids without providing reasons
- Request clarifications or additional information from bidders at any stage of the evaluation process
- Negotiate contract terms with the successful bidder
- Cancel this procurement process at any time without incurring liability

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## 7.0 SUBMISSION INSTRUCTIONS

### 7.1 Deadline for Submission

All proposals must be submitted no later than:

**Date:** Friday, 6<sup>th</sup> February 2026

**Time:** 12:00 noon (CET)

Late submissions will not be accepted under any circumstances.

### 7.2 Method of Submission

Bidders are to submit proposals electronically on

[tenders.schools@maltadiocese.org](mailto:tenders.schools@maltadiocese.org)

Subject line: **RFQ: Notary Services 2026-2027 – [Bidder Name]**

- All documents must be submitted as PDF attachments.
- Large files may be submitted via secure file-sharing link.
- Confirmation of receipt will be sent by email within the following two (2) working days.

### 7.3 Withdrawal or Modification of Proposals

Bidders may withdraw or modify their proposals at any time before the submission deadline by submitting a written notice to the email above. Proposals may not be modified after the deadline.

### 7.4 Clarifications and Queries

Bidders may submit written queries or requests for clarification regarding this RFQ up to:

**Date:** Monday, 2 February 2026

**Time:** 5:00 p.m. (CET)

All queries must be submitted in writing by email to the above email address

Subject line: **Query – RFQ Notary Services 2026-2027**

Responses to queries will be provided in writing to all bidders who have expressed interest in the RFQ. No verbal clarifications or commitments will be binding.

## 7.5 Costs of Bid Preparation

Bidders shall bear all costs associated with the preparation and submission of their proposals. SfCE will not reimburse any costs incurred, regardless of the outcome of the procurement process.

## 7.6 Evaluation of Proposals

Proposals will be evaluated by an Ad Hoc Selection Committee established by SfCE immediately after the submission deadline. Bidders will not be invited to attend the evaluation process. A record of all proposals received will be maintained.

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# 8.0 ADDITIONAL INFORMATION AND DISCLAIMERS

## 8.1 Governing Law and Jurisdiction

This RFQ and any contract resulting from it shall be governed by and construed in accordance with the laws of Malta. Any disputes arising from or related to this procurement process or the resulting contract shall be subject to the exclusive jurisdiction of the Courts of Malta.

## 8.2 Confidentiality

All information submitted by bidders will be treated as confidential and will be used solely for the purpose of evaluating proposals and awarding the contract. Information will not be disclosed to third parties except as required by law or with the bidder's consent.

Bidders are reminded that the Notary Public selected will have access to personal data subject to the Data Protection Act 2018 and must maintain strict confidentiality.

## 8.3 Right to Reject, Seek Clarifications, or Cancel

SfCE expressly reserves the right to:

- **Reject any or all proposals** without stating reasons, if deemed to be in the best interest of SfCE.
- **Request clarifications, additional information, or corrections** from any bidder at any stage of the procurement process.
- **Negotiate contract terms** with the successful bidder before finalising the contract.

- **Cancel or suspend this procurement process** at any time, for any reason, without incurring any liability to bidders.
- **Re-issue this RFQ** with modified requirements if deemed necessary.
- **Award the contract to other than the lowest-priced bidder**, based on the evaluation criteria set forth above.

## **8.4 No Commitment or Liability**

The issuance of this RFQ does not constitute an offer or commitment by the SfCE to award a contract. SfCE shall not be liable for any costs or expenses incurred by bidders in preparing or submitting proposals, regardless of the outcome.

## **8.5 Compliance with Applicable Law**

The successful bidder shall be required to comply with all applicable laws and regulations of Malta, including but not limited to:

- Notarial Profession and Notarial Archives Act (Cap. 55).
- Data Protection Act 2018.
- Code of Ethics for Notaries Public.
- All Admissions Regulations published by the Secretariat for Catholic Education.

## **8.6 Ownership of Proposals**

All materials submitted in response to this RFQ become the property of SfCE and will not be returned to bidders.

## **8.7 Contract Terms and Conditions**

The successful bidder will be required to enter into a formal written contract with SfCE. The contract will incorporate the terms and conditions of this RFQ, the successful bidder's proposal, and any additional terms negotiated between the parties.

A draft contract will be provided to the successful bidder for review and negotiation. The contract must be executed before the commencement of services.

## **8.8 Language**

This RFQ is issued in English. Bidders may submit proposals in English or Maltese. In the event of any discrepancy between English and Maltese versions of documents, the Maltese version shall prevail, consistent with the principle stated in the Admissions Regulations: "The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations."

## 9.0 CONTACT INFORMATION

For all queries, clarifications, or correspondence related to this RFQ, please contact:

**The Admissions Office – Secretariat for Catholic Education**

**Address:**

36, Triq l-Imdejda  
Hal-Balzan BZN 1520  
Malta

**Email:** [admissions@maltadiocese.org](mailto:admissions@maltadiocese.org) (for matters related to this RFQ: [tenders.schools@maltadiocese.org](mailto:tenders.schools@maltadiocese.org))

**Telephone:** +356 2203 9360  
(Monday to Friday, 9:00 a.m. to 2:00 p.m.)

**Website:** [www.csm.edu.mt](http://www.csm.edu.mt)  
[www.church.mt](http://www.church.mt)

Bidders are strongly encouraged to review the Admissions Regulations and FAQs available on the website prior to submitting queries.

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**END OF REQUEST FOR QUOTES**

**Issued by:**

Admissions Office  
Secretariat for Catholic Education  
36, Triq l-Imdejda, Hal-Balzan BZN 1520, Malta

**Date:** 28<sup>th</sup> January 2026

**For further information, please visit:** [www.church.mt](http://www.church.mt)