



REFERENCE NUMBER: [Ref No: iDEM-001-25]

PROCUREMENT OF EYE TRACKER

This project is being partially financed through HORIZON EUROPE funds.

IMPORTANT:

- No Bid Bond is requested for this tender.

Date Published: [26/08/2025]

Deadline for Submission: [03/10/2025]

at 09:30am
CET/CEST

Tender Opening: [03/10/2025]

At 10:00am
CET/CEST

INSPIRE FOUNDATION

BLB 801 Bulebel, Zejtun, ZTN 3000
funding@inspire.org.mt

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## SECTION 1 - INSTRUCTIONS TO TENDERERS

### 1. General Instructions

- 1.1 In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent Clarifications issued by the Non-Governmental Organisation (NGO), whatever the economic operator's own corresponding conditions may be, which through the submission of the tender is waived. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document. These Instructions to Tenderers complement the General Rules Governing Tenders for NGOs.

No account can be taken of any reservation in the tender in respect of the procurement documents; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.

Prospective tenderers must submit their offer by email to [research@inspire.org.mt](mailto:research@inspire.org.mt). Prospective tenderers take full responsibility to submit their offer by the set tender submission deadline.

**Note:**

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

The Estimated Procurement Value for this Call for Tenders 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 that of € 32,870.00 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.

- 1.2 The subject of this tender is the supply of an Eye Tracker for the delivery of objectives and goals under the iDEM project financed through HORIZON Europe. This equipment shall be supplied together with an experimental and analysis software for the processing of gaze-related data.
- 1.3 The place of acceptance of the supplies shall be at Inspire Foundation Bulebel, the time-limits for the execution of the contract shall be 3 months, and the INCOTERM<sup>2020</sup> applicable shall be **Delivery Duty Paid (DDP)**.
- 1.4 This is a global price contract.
- 1.5 This call for tenders is being issued under an open procedure.
- 1.6 The beneficiary of this tender is *Inspire Foundation*.
- 1.7 This tender is not a reserved contract.

## 2. Timetable

2.

|                                                                                                                                                                        | DATE         | TIME    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|
| <p>Deadline for request for any additional information from the NGO</p> <p>Clarification requests should be addressed to:<br/><i>research@inspire.org.mt</i></p>       | [19/09/2025] | [17:00] |
| Clarification Online Meeting (Refer to Clause 6.1)                                                                                                                     | [22/09/2025] | [10:00] |
| <p>Last date on which additional information can be issued by the NGO</p>                                                                                              | [26/09/2025] | [17:00] |
| <p>Deadline for submission of tenders/Tender opening session (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering for NGOs)</p> | [03/10/2025] | [12:00] |
| * All times Central European Time (CET) / Central European Summer Time (CEST) as applicable                                                                            |              |         |

## 3. Lots

- 3.1 This tender is not divided into lots, and tenders must be for the whole of quantities indicated. Tenders will not be accepted for incomplete quantities.

## 4. Variant Solutions

- 4.1 Variant solutions are not permissible.

## 5. Financing

- 5.1 The project is *co-financed* by the European Union, in accordance with the rules of HORIZON Europe programme.
- 5.2 The Contracting Authority of this tender is *Inspire Foundation*.

## 6. Clarification Meeting/Site Visit

- 6.1 A clarification meeting will be held on the date and time indicated in Clause 2 online via the following link:  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YTU30TMzNzYtZDNlZS00ZjY5LTk5YTUtMjc1YWZjYWZlOGNI%40thead.v2/0?context=%7b%22id%22%3a%228285a7c7-4a91-4e99-a1ad-362e4b7a4a78%22%2c%22oid%22%3a%22915b5f6a-d370-4819-b155-a2de6b6e650f%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTU30TMzNzYtZDNlZS00ZjY5LTk5YTUtMjc1YWZjYWZlOGNI%40thead.v2/0?context=%7b%22id%22%3a%228285a7c7-4a91-4e99-a1ad-362e4b7a4a78%22%2c%22oid%22%3a%22915b5f6a-d370-4819-b155-a2de6b6e650f%22%7d) to answer any questions on the tender document which have been forwarded in writing or are raised during the same meeting. Minutes will be taken during the meeting, and these (together with any clarifications in response to written requests which are not addressed during the meeting) shall be posted online on the NGO's website as a clarification note as per the General Rules Governing Tendering for NGOs.

Meetings between economic operators and the NGO, other than that provided in this clause during the tendering period are not permitted.

## 7. Selection and Award Requirements

In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder.

### (A) Eligibility Criteria

Economic Operators are to provide evidence of registration in their country of origin, indicating their commercial activity (e.g. company registration certificate, certification of license as seller/reseller). The bidder is also to provide assurance that their product can be shipped to Malta, in conformity with INCOTERM<sup>2020</sup> **Delivery Duty Paid (DDP)**.

### (B) Technical Specifications

The Tender Form and Tenderer's Declaration (Annex 1) and the Technical Offer (Annex 2) are to be completed and submitted with the offer. A separate Tender Form is to be submitted for each option tendered, each form clearly marking 'Option 1', 'Option 2' etc. (Note 3)

### (C) Financial Offer

A financial offer is to be submitted by filling in Financial Bid Form (Annex 3), and is to be calculated on the basis of **Delivered Duty Paid (DDP)**<sup>2020</sup>. **Grand Total** for the supplies tendered is to be inclusive of after-sales services and software. (Note 3)

#### Notes to Clause 7:

*1. Tenderers will be requested to clarify/rectify, within five (5) working days from notification, the tender guarantee only in the following four circumstances: incorrect validity date, and/or incorrect value, and/or incorrect addressee and incorrect name of the bidder. Rectification in respect of the Tender Guarantee (Bid Bond) is free of charge.*

*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 rectification shall be allowed. Only clarifications on the submitted information may be requested.*

*Request for Clarification and / or rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.*

## **8. Tender Guarantee (Bid bond)**

- 8.1 No tender guarantee (bid bond) is required.

## **9. Criteria for Award**

- 9.1 The sole award criterion will be the price. The contract will be awarded to the tenderer submitting the cheapest priced offer satisfying the administrative and technical criteria.
- 9.2 The evaluation process

At this step of the evaluation process, the Evaluation Committee will analyze the administratively-compliant tenders' technical conformity in relation to the published Terms of Reference/Technical Specifications (Section 4).

The Evaluation Committee will also check that the financial offers contain no arithmetical errors.

## SECTION 2 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

### *Part IX of the Public Procurement Regulations - S.L. 601.03*

#### *Appeals from decisions taken after the closing date for the submissions of an offer (applicable to procurement where the estimated value meets or exceeds Euro5K)*

**270.** *Where the estimated value of the public contract meets or exceeds five thousand euro (€5,000) any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Public Contracts Review Board, which shall contain in a very clear manner the reasons for their complaints.*

**271.** *The objection shall be filed within ten (10) calendar days following the date on which the contracting authority or the authority responsible for the tendering process has by fax or other electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.*

**272.** *The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.*

**273.** *The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the contracting authority of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the contracting authority for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.*

**274.** *The Secretary of the Public Contracts Review Board shall immediately notify the Director, the Sectoral Procurement Directorate and, or the contracting authority, as the case may be, that an objection had been filed with his authority thereby immediately suspending the award procedure.*

**275.** *The Department of Contracts, the Sectoral Procurement Directorate or the contracting authority involved, as the case may be, shall be precluded from concluding the contract during the period of ten (10) calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.*

**276.** *The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:*

*(a) any decision by the General Contracts Committee, the Sectoral Procurement Directorate or the Special Contracts Committee or by the contracting authority, shall be made public by affixing it to the notice-board of the Department of Contracts, the Sectoral Procurement Directorate or of the office of the contracting authority, as the case may be, or by uploading it on government's e-procurement platform prior to the award of the contract if the call for tenders is administered by the Department of Contracts;*

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*(b) the appeal of the complainant shall also be affixed to the notice-board of the Public Contracts Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;*

*(c) the contracting authority and any interested party may, within ten (10) calendar days from the day on which the appeal is affixed to the notice board of the Review Board and uploaded where applicable on the government's e-procurement platform, file a written reply to the appeal. These replies shall also be affixed to the notice board of the Review Board and where applicable they shall also be uploaded on the government's eProcurement platform;*

*(d) the authority responsible for the tendering process shall within ten (10) days forward to the chairman of the Public Contracts Review Board all documentation pertaining to the call for tenders in question including files and tenders submitted;*

*(e) the secretary of the Review Board shall inform all the participants of the call for tenders, the Department of Contracts, the Sectoral Procurement Directorate and the contracting authority of the date or dates, as the case may be, when the appeal will be heard;*

*(f) when the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six (6) weeks from the day of the oral hearing:*

*Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review Board may postpone the judgment for a later period;*

*(g) the secretary of the Review Board shall keep a record of the grounds of each adjournment and of everything done in each sitting;*

*(h) after evaluating all the evidence and after considering all submissions put forward by the parties, the Public Contracts Review Board shall decide whether to accede or reject the appeal or even cancel the call if it appears to it that this is best in the circumstances of the case.*



### **SECTION 3 - SPECIAL CONDITIONS**

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

For the purposes of contracts issued by NGOs, the term 'approval from the Central Government Authority' shall be substituted by the term 'approval by the Head responsible for that NGO'; Furthermore, any references to the Contracting Authority throughout the General Conditions shall be deemed to be referring to the NGO responsible for that procurement.

#### ***Article 2: Law Applicable***

- 2.1 The laws of Malta shall apply in all matters not covered by the provisions of the contract.
- 2.2 The language used shall be English.

#### ***Article 3: Order of Precedence of Contract Documents***

- 3.1 The contract is made up of the following documents, in order of precedence:
  - (a) the invoice indicating clearly the technical specifications, itemised prices and global price, excluding VAT;
  - (b) After Sales Conditions and annual cost, if applicable;
  - (c) Tender Form and Tenderer Declaration Form

#### ***Article 4: Communications***

- 4.1 Further to what is stated in the General Conditions, any communication should be addressed to:  
Dr Stefanie Turk  
Research and Innovation Manager  
Inspire Foundation  
801 BLB Bulebel  
ZTN 3000  
Zejtun  
Malta  
Email: [stefanie.turk@inspire.org.mt](mailto:stefanie.turk@inspire.org.mt), [research@inspire.org.mt](mailto:research@inspire.org.mt)  
Phone: +356 77135259

#### ***Article 12: Insurance***

- 12.1 The Contracting Authority is not responsible for any loss or damage affected to the shipped products during transit and until arrival and reception at the Place of Acceptance namely Inspire Foundation, Bulebel. The supplier is responsible for providing insurance for such instances.

#### ***Article 15: Tender Prices***

- 15.1 As per General Conditions.

***Article 18: Commencement Order***

- 18.1 Delivery of supplies is to be effected not later than 4 to 6 weeks after the receipt of the Letter of Award by the supplier, via email.

***Article 19: Period of Execution of Tasks***

- 19.1 As per General Conditions.

***Article 26: Methods of Payment***

- 26.1 Payments will be made in Euro. This is a global price supplies contract.
- 26.3 As per General Conditions.

***Article 29: Delivery***

- 29.1 Further to the provisions of the General Conditions, the Contractor shall bear all risks relating to the supplies until provisional acceptance at destination. The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination.

***Article 32: Warranty***

- 32.1 The warranty for the item supplied is to be stated by the bidder.

***Article 33: After-Sales Service***

- 33.1 The contractor shall provide and secure the provision of reliable and regular after-sales for a period of five (5) years.

***Article 37: Termination by the Contractor***

- 37.1 (a) The Contractor shall issue the Letter of Award within 15 calendar days from the date of Opening of Tenders.

***Article 41: Dispute Settlement by Litigation***

If no settlement is reached within 120 days of the start of the amicable dispute-settlement procedure, each Party may seek:

- (a) either a ruling from a Maltese court, or
- (b) an arbitration ruling, in the case where the parties i.e. the contracting Authority and the Contractor, by agreement decide to refer the matter to arbitration.

## SECTION 4 -SPECIFICATIONS/TERMS OF REFERENCE (Note 3)

**Note:**

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

1. Requirements of the Eye Tracker, accompanying software and services

1.1. Minimal technical specifications

- Sampling rate:  $\geq 1,000$  Hz
- Remote use without head support possible
- Easy transportation possible for data collection in the field
- Accuracy: typical accuracy of  $0.25^\circ$  -  $0.50^\circ$  in remote use
- Resolution:  $< 0.02^\circ$  (head supported),  $\leq 0.05^\circ$  (remote use)
- Saccade resolution:  $\leq 0.05^\circ$  (head supported),  $\leq 0.25^\circ$  (remote use)
- Data output: X, Y, pupil size
- Host PC: Desktop PC or laptop
- Participant setup:  $< 10$  minutes
- Mounting: Tower mount or desktop mount, head mounted Eye Trackers will NOT be accepted

1.2. Specifications for software

- System: Microsoft Windows, iOS
- Supports stimulus presentation and data analysis (not necessarily in one programme)
- Supports language and reading studies with small Areas of Interest (Aols) and Aol segmentation at the level of single characters
- Allows exportation of data in file format .csv, .xls, .xlsx, or related common tabular data format
- Supported Eye Tracking measures: fixations, gaze points, saccades, Time to First Fixation (TTFF), dwell time, fixation sequences (preceding and sequential Aols), revisits, first fixation duration, average fixation duration
- User friendly interface and/or compatible with common programming languages (Python preferred)
- Easy licensing option (e.g., dongle, license file) with flexible renewal options

1.3. After sales services

- Secured and insured shipping to Malta following INCOTERM<sup>2020</sup> (Delivery Duty Paid)
- Support in initial setup of the equipment
- Continuous client support and technical support available after purchase for five (5) years from date of purchase.

## **SECTION 5 - SUPPLEMENTARY DOCUMENTATION**

### ***5.4 - General Conditions of Contract***

The full set of General Conditions for Works Contracts, for Supplies Contracts and for Services Contracts (latest version as applicable on the date of the publication of this tender) can be viewed/downloaded from the 'Resources Section' at:

[www.etenders.gov.mt](http://www.etenders.gov.mt)

It is hereby construed that the tenderers have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful tenderer/s.

### ***4.8 - General Rules Governing Tendering for NGOs***

The contents of this procurement document complement the latest version of the General Rules Governing Tenders applicable on the date of the publication of this tender, the Terms of Use and the Manual for Economic Operators applicable to Government's e-Procurement Platform (available from the Resources section of [www.etenders.gov.mt](http://www.etenders.gov.mt)).