

# Request for Participation

Ref: RFP AACC 01/2023

**Active Ageing & Community Care  
Ministry for Active Ageing**  
FXB Building, 346, Mdina Road,  
Qormi  
QRM 9014

Date: 14th February 2023

**Request for Participation for the Service of Physical Activity Sessions for Persons over 60 years of age.**

## Scope

The Active Ageing and Community Care (AACC) is launching a request for participation for qualified fitness instructors to submit proposals for providing physical fitness programmes for older adults.

## Terms and Conditions

- The selected applicants will be required to deliver sessions in AACC premises in different regions across Malta and Gozo, including Active Ageing Centres and Residential Homes for the Elderly.
- Each instructor will be allocated to specific Active Ageing Centres or Residential Homes with the possibility to repeat the program in other locations.
- Programmes shall consist of sessions to be held once a week, unless otherwise agreed, and at the discretion of the Contracting Authority.
- The number of programmes will be decided by the Contracting Authority according to need and following discussions with the instructor according to his/her availability.
- Selected applicants will be requested to sign an agreement with the Active Ageing & Community Care and the fee will be fixed for the whole duration of the agreement.

- Interested individuals or organisations/entities who are willing to provide the service of sports or fitness programmes within Active Ageing Centres or Residential Homes for Older Persons are to submit their proposals on the Proposal Submission Form provided at the end of this document. Any sports coaches or instructors involved in the programme must be qualified in their area of sports/fitness being provided. Relevant qualifications for **all** coaches involved must be presented to the AACC.
- The AACC reserves the right to use one or more service providers as deemed necessary.
- All tutors holding sessions in Active Ageing Centres and Residential Homes for the Elderly will be paid a fixed rate of payment, which is €20 per hour excluding VAT. The price is non-negotiable.
- All proposals will be evaluated, and meetings will be held with applicants to discuss further their proposal.
- All proposals must be submitted and received by electronic mail on: [procurement-aacc@gov.mt](mailto:procurement-aacc@gov.mt) including the proposal reference, by not later than **10:00am on Tuesday 28th February 2023.**

## Proposal Submission form

### Call for expression of interest

For the service of physical activity sessions for persons over 60 years of age.

|                                       |                       |
|---------------------------------------|-----------------------|
| <b>Name &amp; Surname:</b>            |                       |
| <b>ID Card Number:</b>                |                       |
| <b>Name of organisation (if any):</b> |                       |
| <b>Email address:</b>                 |                       |
| <b>Telephone number:</b>              | <b>Mobile number:</b> |

Attach more information about the proposed training programme. (max. 500 words in Maltese or in English). Tick the box if included.

Attach a copy of the qualifications required. Tick the box if included.

Kindly tick the category for which you are interested to offer training and insert the information accordingly:

| Discipline being offered   | Number of sessions per programme | Maximum number of participants in each session | Duration of sessions |
|--|----------------------------------|--|----------------------|
| Pilates<br><br>Thai Chi<br><br>Aerobics<br><br>Dance<br><br>Sports: (specify)<br><br>Others: (specify) |                                  |  |                      |