

5th September, 2014

To all prospective bidders

Advert MATS 2/2014 – Tender for the Provision Services to Compile a Fixed Asset Register

Clarification Number 1

Reference is made to the above-mentioned tender, for which the deadline for submission is on the 16th September 2014, – 12:00 CET

Hereunder, please find a set of clarifications, which are construed to form an integral part of the Tender Document.

Question 1 – Does this tender also require a software/application which can be used to document the fixed assets and compute for the depreciation requirements? If you are looking for auditing firms can the software be outsourced/purchased for your company?

Reply 1 – No, MATS will be probably be integrating the Fixed Asset Register on the Fixed Asset Module of the existing accounting package (Shireburn Financial Manager).

Question 2 - Is there any more information on the amount of assets please?

Reply 2 - Total Cost of Assets as at 31st December, 2013 amount to €32,357,581 but we do not have the number of assets.

Question 3 - Are these data already available in some form or do we have to examine the files/source documents for each acquisition?

Reply 3 - No most of the above-data is not available and needs to be extracted from source documents.

Question 4 - What is the current data available from your accounting system? Do you also maintain a separate document to complement the details in your accounting software?

Reply 4 - Yes we keep a separate document.

Question 5 - Would you need us just to make a list in database format (example SQL) of the fixed assets incorporating the following fields:

- An asset description,
- The quantity of each asset
- The manufacturer of the asset
- The asset's serial number
- The asset's acquisition date
- The cost of the asset
- The asset's estimated useful life
- The depreciation to date
- The asset's current book value
- The asset's physical location
- The date of disposal
- An asset tracking number that is ideally tagged to the physical asset

Reply 5 - If practical, the fixed assets should be drawn in a database format and then transposed into the Fixed Asset Module.

Question 6 - Does this require the following? Physical asset count?
Physical tagging?

Reply 6 - Yes for both

Question 7 - Can we have a copy of the chart of accounts?

Reply 7 - We are not publishing our charts of accounts at this stage but the annual financial statements that are available on our website give a good indication

Question 8 - Is it MATS' preference to quote an hourly rate rather than a fixed price?

Reply 8 - MATS prefers to receive a schedule with total estimated hours to complete the task and the related costs.

Question 9 - I am assuming the breakdown of tenderer's employees costs is referring to any employees assigned to this task.

Reply 9 - Yes

All other tender documents, conditions and requirements, which are not superseded by this Clarification, remain in place.

Malta Air Traffic Services Limited is hereby informing all prospective bidders that queries received after the close of business of the 9th September 2014, will not be answered.

Mario J. Azzopardi
Chief Finance Officer