



ASSET RECOVERY  
BUREAU

Malta

**Expression of Interest (ARB 06/2023)**

**Invitation for Professional Services for the Asset Recovery Bureau**

Published on 23<sup>rd</sup> February 2023

**1. Introduction**

1.1. The Asset Recovery Bureau (hereinafter referred to as the Contracting Authority or the ARB) is a public entity operation under Chapter 621 of the Laws of Malta, known as the Proceeds of Crime Act.

1.2. The Asset Recovery Bureau is inviting Service Professional Providers to form part of the ARB's Pool of Experts on a number of specialised areas:

**2. Area/s of Expertise needed**

**(A) Accounts and Auditing**

1. Financial Accounting and Auditing
2. Financial Reporting
3. Business Valuations
4. Liquidations
5. Forensic Accounting
6. Investigations of Fraud and Commercial Crimes
7. Fraud, Transactional Disputes and Money Laundering
8. Retail Inventory Management
9. Retail Stock Management
10. Crypto-Currency, Virtual Assets, and Virtual Financial Assets.
11. General Data Protection Regulation.

**(B) Mechanical Services**

1. Motor Vehicles
2. Motorcycles
3. Nautical Vehicles

**(C) Electrical Services**

1. Motor Vehicles
2. Motorcycles
3. Nautical Vehicles



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### **3. Requirements and Duties**

#### **Expert's clause of confidentiality**

Any information obtained pursuant to this expression of interest shall not be disclosed for purposes other than those listed in this expression of interest and in accordance with the applicable law.

#### **Duty to regularly update his knowledge**

The Service provider must possess and maintain a high level of technical and professional knowledge and/or practical experience in his professional field. He/she should also strengthen his/her knowledge on principles relating to the activity.

### **4. Terms and Conditions**

- a) The Service provider has to assume responsibility for the content of the Technical Report and this must be accompanied by an oath. If a corporate body is appointed as a service provider, it should nonetheless ensure that a natural person within such body takes over responsibility for the content of the Technical Report on Oath.
- b) The Service provider will be notified at a reasonable time in advance (at least 24hrs prior to the onsite visit) and furnished with all the required information in writing by the responsible officer from ARB.
- c) Service providers are expected to submit the Technical Report on Oath within seven (7) working days from the date of the onsite visit. Each appointed Service provider must have the time and the technical tools, devices and means to conduct the assessment within the ARB timetable in a correct way. Subsequently, the contractor may be required to explain and elaborate on details of the report presented before the courts of law.
- d) The ARB may decide to appoint one or more Service provider/s for an onsite inspection as required. It may also be possible that the service provider deems it necessary to obtain a second opinion concerning details outside his/ her area of expertise as long as such opinion is provided under oath and in line with the letter of appointment signed between the Service Provider and the ARB.
- e) The Service Provider must possess a suitable qualification and/or license in addition to the necessary experience or skills. The qualification depends on the area of expertise and on the specific task. The requirements regarding the qualification of the contractors may therefore vary according to the different job profiles and the assignment of tasks.
- f) The Service Provider must remain independent with respect to the case under examination. The Service Provider must declare any conflict of interest with the accused on each particular case,



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for each assignment contracted by the ARB. The contractor must declare in the Technical Report that the opinion is being given in an objective manner.

- g) The Service Provider should be able to present the technical report in clear and comprehensible language and, where necessary, in the required official language used in court. The technical report must be drafted in a well-mannered presentation style in order for the recipients to understand the assessment of evidence in the best way possible.
- h) The Service Provider must be in possession of a valid VAT number.
- i) Every invoice presented to the ARB should contain an Invoice date, the contractor's general details, the amount in Euro (net of Vat), ARB's case Reference and the VAT Component together with the total amount due. Invoices should also include a comprehensive description of service carried out.

### **5. Eligibility Requirements**

Interested parties must:

- a) Have a recognized warrant or license or certification or qualification to perform the service of any category of expertise mentioned in Section 1.

### **6. Submission**

- 6.1 Interested parties are to submit their interest by filling in Annex I of this Expression of Interest and attach all relevant documentation.
- 6.2 The Expression of Interest including all documents must be submitted to the Asset Recovery Bureau electronically on the following email address: [assetmanagement.arb@assetrecovery.mt](mailto:assetmanagement.arb@assetrecovery.mt) .
- 6.3 This is an ongoing Expression of Interest and all interested parties will be included in a list of experts. The conditions related to the provision of these services shall be listed in the Letter of Appointment issued by the ARB to the respective Service Provider.
- 6.4 The service shall be required according to the exigency of the ARB and may be terminated by the ARB at any time. The Service Provider may also terminate their engagement at any time, as long as there is no pending business with the contracting authority.
- 6.5 An official communication of engagement will be issued by the ARB when a contractor is accepted.
- 6.6 By submitting interest, the Service Provider accepts that this procedure is regulated by Maltese Law and hence deemed to be aware of all relevant laws, acts and regulations that could have an effect on the operation and activities covered by the procedure.



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- 6.7 Applicants shall bear all costs associated with the preparation and submission of their documents. The Asset Recovery Bureau will not reimburse any fee associated with the preparation of this Expression of Interest in the event that an application is rejected.
- 6.8 The ARB reserves the right to cancel this Expression of Interest and reject all applications received. The ARB reserves the right to publish a new Expression of Interest with the same or similar intent.



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**Annex I – Submission Table**

<b><u>General Details</u></b>	
Name of Practitioner/ Firm	
Area of expertise	
Legal representative/s	
Address	
Email Address	
Contact No. (Mob)	
Website (if applicable)	
VAT Registration No.	
Warrant No.	
ID Card No.	

**Financial Offer**

	<b>Amount excl. VAT</b>	<b>Amount incl. VAT</b>
<b>Fee in (€) per Hr.</b>		
<b>Fee in (€) for the preparation of Technical Report (Maximum Amount)</b>		
<b>Total in €</b>		

