



# **EXPRESSION OF INTEREST**

## ***Temporary Leasing of Office Space in Gozo***

**(REF: EOI 01/2017)**

<b>Date Published:</b>	<b>Friday, 25<sup>th</sup> August, 2017</b>
<b>Closing Date:</b>	<b>Friday, 15<sup>th</sup> September, 2017 @ 10:00</b>

**Free of charge**

**Planning Authority**

St. Francis Ravelin, Floriana, FRN 1230, Malta. Tel: (356) 22900000, Email: [tenders@pa.org.mt](mailto:tenders@pa.org.mt)

# INSTRUCTIONS TO BIDDERS

## 1. INTRODUCTION

- 1.1 The Planning Authority (PA) is hereby inviting interested parties to participate in this expression of interest for the lease of office space required by the Authority in order to temporarily accommodate staff during the carrying out of refurbishment works at its offices in **Triq Sir Luigi Camilleri Rabat, Gozo**. The lease term shall be for a period of eighteen (18) months, commencing in January 2018, with the possibility to renew for a further term.
- 1.2 The office space must be rendered in a finished state by the selected bidder within 8 weeks of award of contract and must be in compliance with all legislations and as guided by the appointed Project Manager. Alteration works and improvements, if required, including, but not limited to, partitioning, fixtures and all finishes, and network infrastructure updates within the premises, shall be carried out by and at the expense of the selected bidder. The premises should be fully compliant to KNPD standards and regulations and provided with an Energy Performance Certificate. The full list of documentation to be presented with the offer is outlined in Article 3.1.

**The office space shall accommodate approximately 30 employees and shall preferably meet the following criteria:**

- Well served by the public transport;
- All access roads to the premises should be formed;
- Conform to all the necessary development permissions and be fully accessible;
- Office space should measure within the region of 300 square meters and is to be finished to high standards and fully furnished to cater for 30 employees, completely serviced with 2 network/data points for each employee. Additional space may be considered by the PA;
- The premises are to be allocated exclusively to the PA;
- Include a reception area and meeting rooms;
- Include a kitchenette;
- Include a lift should the offices not be at ground floor level;
- Be well ventilated, have natural lighting and be fully air-conditioned;
- Be equipped with CCTV and security systems, fire alarm and basic fire-fighting equipment;
- Have sanitary facilities;
- Have access to install any necessary equipment on roof including but not limited to microwave link;

Preferably, the proposed property is located within the locality of Victoria, Gozo.

The PA shall be seeking confirmation from Vodafone that fibre internet connectivity is available in the area.

The PA will be responsible for the payment of the utility bills and the cleaning of the premises.

The PA will pay the rent due 6-months in advance.

Should the contractor choose to terminate the contract during the agreed 18-month contracted period, the contractor will have to give the PA six (6) months prior notice, and a penalty equivalent to six (6) months of rent will be imposed on the contractor by the PA.

- 1.3 The PA reserves the right to accept a bid only partially and/or refuse any (or all) offer/offers.
- 1.4 The PA shall have the option to cancel any published EOI prior to its closing date stipulated in Article 2.

Bidders are advised that any cancellation to the EOI will be notified via the PA website (<http://www.pa.org.mt/en/expression-of-interests>). It is the responsibility of the bidders to visit the website and be aware of the latest information published on the PA website prior to submitting the offer.

- 1.5 Any bidder can make an offer for more than one property but presented under separate offers.
- 1.6 Bidders may submit any questions in writing to the PA by sending an email to [tenders@pa.org.mt](mailto:tenders@pa.org.mt) within the stipulated deadline as indicated in Article 2 below. Any requests after this date will not be accepted. The PA will reply within the stipulated deadline as indicated in Article 2 below.

Bidders are advised that any interpretations, correction or changes to the Expression of Interest will be notified via the PA website (<http://www.pa.org.mt/en/expression-of-interests>). It is the responsibility of the bidders to visit the website and be aware of the latest information published on the PA website prior to submitting the quotation. Interpretations, corrections or changes made in any other manner will not be valid, and prospective bidders shall not rely upon such interpretations, corrections and changes.

- 1.7 The bidder will bear all costs associated with the preparation and submission of the offer.
- 1.8 Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the committee during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of his/her offer and may result in administrative penalties.
- 1.9 When putting forward an offer, the bidder is declaring that he/she is not affected by any potential conflict of interest.
- 1.10 The submitted prices are fixed and not subject to revision.
- 1.11 Offers must remain valid for a period of 150 days after the deadline for submission.

- 1.12 Any bidder who quotes a shorter validity period will be rejected. The successful bidder/s must maintain his offer for a further 60 days from the date of notification of award.
- 1.13 Bidders may alter or withdraw their offers by written notification prior to the deadline for submission. No offer may be altered after the deadline for submission.
- 1.14 Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in accordance with the relevant articles, and the envelope must also be marked with "alteration" or "withdrawal".
- 1.15 By submitting their offer, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to be aware of all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the procedure.

## 2. TIMETABLE

	DATE	TIME
Deadline for request for any additional information from the Contracting Authority (Planning Authority)	04/09/2017	23:45
Clarifications to be sent via email on: <a href="mailto:tenders@pa.org.mt">tenders@pa.org.mt</a>		
Last date on which additional information can be issued by the Contracting Authority.	11/09/2017	23:45
Deadline for Submission of Bids: Planning Authority, Triq Sir Luigi Camilleri, Victoria, Gozo	15/09/2017	10:00
Opening Session: Planning Authority, Triq Sir Luigi Camilleri, Victoria, Gozo	15/09/2017	10:00
* All times Central European Time (CET)/Central European Summer Time (CEST) as applicable		

- 2.1 The PA may, at its own discretion, as necessary, extend the deadline for submission by issuing a clarification note. In such cases, all rights and obligations of the PA and the bidder regarding the original date specified in these document/advertisements will be subject to the new date.
- 2.2 Offers will be opened in a public session on the date and time indicated in the timetable (or as otherwise specified in any subsequent clarification) at the reception of Planning Authority, Triq Sir Luigi Camilleri, Victoria, Gozo by the appointed tender opening staff.

A 'Summary of Offers Received' will be drawn up and published on the notice board at the reception of the Planning Authority, Triq Sir Luigi Camilleri, Victoria, Gozo and on the Authority's web site <http://www.pa.org.mt/en/expression-of-interests>.

### 3. PRESENTATION OF OFFERS

3.1 The bidder must comprise the following duly completed documents, inserted in a single, sealed envelope:

- i. Submission Form (Annex I);
- ii. Financial offer (Annex III);
- iii. A general description / company profile of the bidder;
- iv. A detailed description of the proposed office space which has to include:
  - a) Address of the premises;
  - b) Site Plan showing parking facilities in the area;
  - c) Scaled floor plans with furniture layout;
  - d) A brief explanation of the uses of the surrounding properties;
  - e) Photo documentation of external surrounding areas and of all internal areas of the office space and the premises including common areas where applicable;
  - f) Statement on the state of the premises (electricity, drainage works, air-conditioning, finishes, office furniture, IT networks, CCTV and security systems, fire alarm and basic fire fighting equipment, etc);
  - g) Planning permits for the premises and the office use;
  - h) Certification by KNPD that the building is in conformity with their standards and regulations;
  - i) Energy Performance Certificate for the building issued under the provisions of LN 376 of 2012 registered with the Building Regulation Office;
  - j) Fire safety and ventilation certification issued by a qualified engineer;
  - k) Insurance policies covering the premises.
- v. A certified true copy of the deed of the premises and office space confirming title; and
- vi. Any particular conditions to be imposed in the rental agreement (if any).

3.2 All offers must be submitted in full, signed as requested, and sealed in an envelope/package bearing the reference code **EOI 01/2017** and deposited in the **Quotation Box (or by recorded delivery (official postal/courier service) at the foyer of Planning Authority, Triq Sir Luigi Camilleri, Victoria, Gozo before the deadline of 15<sup>th</sup> September, 2017 at 10:00.**

Offers submitted late or by any other means will **not** be considered. No liability will be accepted for rejection of late offers.

The price(s) offered shall be quoted in Euro.

**A soft copy saved on CD or USB stick should be submitted together with the proposal. Should there be a discrepancy between the electronic version and the hard copy, the hard copy shall prevail.**

In submitting their proposals, bidders will be submitting their best and final offer. Bidders are deemed to have taken account of all that is required for the

submission, including its correctness and completeness and that they have included all charges in their price offer. Offers having any handwritten corrections to the quoted price offered will not be considered for evaluation. Offers must comply with the requirements as stated in this document.

- 3.3 All offers must be received by date and time indicated in the timetable above. Late submissions shall be rejected.
- 3.4 The submissions must be typed in, or handwritten in indelible ink. Any pages on which entries or corrections to his submission have been made must be initialized by the person or persons signing the offer.
- 3.5 All pages (of the submission) must be initialised by the bidder and numbered consecutively.

#### **4. EVALUATION PROCESS**

- 4.1 The entire evaluation procedure is confidential. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.
- 4.2 In the interest of transparency and equal treatment and without being able to modify the submitted proposal, the bidder may be required, at the sole written request of the PA to provide clarifications.
- 4.3 After the opening of the offers, no information about the examination, clarification, evaluation or comparison of offers or decisions about the award may be disclosed before the notification of award.
- 4.4 Any attempt by a bidder to approach any member of the Evaluation Committee/the PA directly during the evaluation period will be considered legitimate grounds for disqualifying his offer.
- 4.5 The Evaluation process shall proceed as follows:

##### **Part 1: Administrative Compliance**

The Evaluation Committee will check the compliance of offers to contain all requested documentation submitted in respect of Article 3.

##### **Part 2: Financial Evaluation**

The offers considered administratively compliant will be evaluated. Financial offers are compared and the PA shall arrive to a list of shortlisted offers, with whom further discussions shall ensue.

- 4.6 The selection process may require an on-site visit to the premises, however, this should not be construed as any commitment whatsoever by the Planning Authority.
- 4.7 The PA reserves the right to accept or reject any offer, or part thereof, and/or to cancel the whole procedure and reject all offers. The PA reserves

the right to initiate a new invitation for offers. In no circumstances will the PA be liable for damages, whatever their nature.

- 4.8 Prior to the expiration of the period of validity of offers, the PA will notify the successful bidder/s, in writing, that his offer/s or part thereof, has/have been recommended for award.
- 4.9 Unsuccessful bidders shall be also notified with the outcome of their offer.
- 4.10 The recommendations shall also be published on the Notice Board of the Planning Authority, Triq Sir Luigi Camilleri, Victoria, Gozo and on the Authority's web site <http://www.pa.org.mt/en/expression-of-interests>.
- 4.11 Any personal data submitted in the proposals shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up by the Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

The provisions of this proposal are without prejudice to the obligations of the Contracting Authority in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). The Contracting Authority, prior to disclosure of any information to a third party in relation to any provisions of this proposal which have not yet been made public, shall consult the bidder in accordance with the provisions of the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the Contracting Authority in terms of the Act.

# ANNEX I

## SUBMISSION FORM

Publication Reference: EOI 01/2017

Title: Expression of Interest for Temporary Leasing of Office Space - Gozo

Documentation to be provided	
	Please confirm: Yes/No
A general description / company profile of the bidder.	Yes <input type="checkbox"/> or No <input type="checkbox"/>
A detailed description of the proposed office space which has to include:	
a) Address of the premises;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
b) Site Plan showing parking facilities in the area;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
c) Scaled floor plans with furniture layout;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
d) A brief explanation of the uses of the surrounding properties;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
e) Photo documentation of external surrounding areas and of all internal areas of the office space and the premises including common areas where applicable;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
f) Statement on the state of the premises (electricity, drainage works, air-conditioning, finishes, office furniture, IT networks, CCTV and security systems, fire alarm and basic fire fighting equipment, etc);	Yes <input type="checkbox"/> or No <input type="checkbox"/>
g) Planning permits for the premises and the office use;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
h) Certification by KNPD that the building is in conformity with their standards and regulations;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
i) Energy Performance Certificate for the building issued under the provisions of LN 376 of 2012 registered with the Building Regulation Office;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
j) Fire safety and ventilation certification issued by a qualified engineer;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
k) Insurance policies covering the premises.	Yes <input type="checkbox"/> or No <input type="checkbox"/>
A certified true copy of the deed of the premises and office space confirming title.	Yes <input type="checkbox"/> or No <input type="checkbox"/>



Any particular conditions to be imposed in the rental agreement (if any).	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Signature of the Bidder:	

Details of the Bidder	
Full name of the bidder in Block Letters (individual or organisation):	
Address:	
Phone Number:	Fax Number:
Individual ID Number or Organisation Registration Number:	VAT Registration Number:
E-mail Address:	

## BIDDER'S DECLARATION(S)

### To be completed and signed by the bidder

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

1. We have examined, and accept in full and in its entirety, the content of this document (including subsequent Clarifications Notes issued). We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our offer not being considered any further.
2. This offer is valid for a period of 150 days from the final date for submission of offers.
3. We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
4. We agree to abide by the ethics articles and, in particular, have no potential conflicts of interest.
5. We fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this procedure.
6. Our submission has been made in conformity with the instructions included in this document, and in this respect we confirm having included in the submission all the required documentation.
7. We note that the PA is not bound to proceed with this procedure, or part thereof, and may refuse any or all of the offers. Should this happen, the PA will not be held liable for damages, whatever their nature.

Name and Surname: \_\_\_\_\_

I.D. / Organisation Number: \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

Signature of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX II

### FINANCIAL OFFER

The bidder can present an offer for one premises, however additional offers by same bidder are permitted but have to be submitted separately.

The rental value requested, in € (Euro), is to be inserted in the relevant columns.

Should the PA require an extension of the lease agreement beyond the 18-month contracted period, the monthly rent and all other terms and conditions established for the first 18-month contracted period, are to remain the same.

Address of property proposed	Floor area of property proposed (in square metres)	Rent per month in € (Incl VAT)	Rent for 18 months in € (Incl VAT)