



EXPRESSION OF INTEREST

Leasing of a Garage in Malta by the Planning Authority

(REF: EOI 01/2019)

Date Published:	Tuesday, 29 th January, 2019
Closing Date:	Thursday, 21 st February, 2019 @ 10:00

Planning Authority

St. Francis Ravelin, Floriana, FRN 1230, Malta. Tel: (356) 22900000, Email: 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 a garage required by the Authority in order to house a vehicle and other specialized equipment. The lease term shall be for a period of 60 months, commencing in Q1 2019, with the possibility to renew for further terms.

1.2 The PA reserves the right to accept a bid only partially and/or refuse any (or all) offer/offers.

1.3 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.

1.4 Any bidder can make an offer for more than one property but presented under separate offers.

1.5 Bidders may submit any questions in writing to the PA by sending an email to 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.

1.6 The bidder will bear all costs associated with the preparation and submission of the offer.

1.7 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.

1.8 When putting forward an offer, the bidder is declaring that he/she is not affected by any potential conflict of interest.

1.9 The submitted prices are fixed and not subject to revision.

- 1.10 Offers must remain valid for a period of 150 days after the deadline for submission.
- 1.11 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.
- 1.12 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.
- 1.13 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".
- 1.14 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) Request for clarifications to be sent via email on: tenders@pa.org.mt	08/02/2019	23:45
Last date on which additional information can be issued by the Contracting Authority.	13/02/2019	23:45
Deadline for Submission of Bids: Planning Authority, St Francis Ravelin, Floriana, Malta	21/02/2019	10:00
Opening Session: Planning Authority, St Francis Ravelin, Floriana, Malta	21/02/2019	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 the Planning Authority, St Francis Ravelin, Floriana, Malta 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, St Francis Ravelin, Floriana, Malta and on the Authority's web site <http://www.pa.org.mt/en/expression-of-interests>.

3. TECHNICAL SPECIFICATIONS

3.1 The garage **must** meet the following criteria:

- Be in a finished state and ready to use.
- Be covered by all necessary permits and certifications including but not limited to:
 - A valid Planning Authority permit.
 - A Compliance certificate issued by the Planning Authority; and
 - An Energy Performance Certificate for the building issued under the provisions of LN 47 of 2018 and registered with the Building Regulation Office, if applicable.
- The garage must not have any pending enforcement notice issued by the Planning Authority.
- The garage must be at ground floor level. Basement and semi-basement levels will not be considered.
- The garage must be accessible directly from the street.
- The garage must be served with water and electricity.
- Garage must have a minimum length of 6 metres, a minimum width of 4 metres and a minimum height of 4 metres;
- Garage door is to measure not less than 3 metres in height and 3 meters in width;
- The garage must be dry at all times and not prone to flooding;
- The garage must be well ventilated and not prone to humidity;
- The garage must have a Fire safety certification issued by a qualified engineer and be equipped with CCTV and security systems including intruder alarm, fire alarm and a fire suppression system;
- The garage is to be used exclusively by the PA.
- The PA must have 24/7 access to the garage.
- The garage must have an insurance policy against any damages that may be caused to the stored vehicle and equipment, to be borne by the landlord, covering an amount of not less than €1,500,000.

- 3.2 The garage shall preferably meet the following criteria:
- All access roads to the garage should be formed;
 - The garage is located within a 5 kilometre driving distance from the Planning Authority offices at St Francis Ravelin, Floriana, Malta.
- 3.3 Any shortcomings in respect to the specifications requested in Article 3 must be addressed within 8 weeks from award of contract and prior to contract signature.
- 3.4 The PA will be responsible for the payment of the utility bills and the cleaning of the garage.
- 3.5 The PA will pay the rent due 6-months in advance.
- 3.6 Should the landlord choose to terminate the contract during the agreed 60-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.

4. PRESENTATION OF OFFERS

- 4.1 The bidder must comprise the following duly completed documents, inserted in a single, sealed envelope:
- i. Submission Form (Annex I);
 - ii. Financial offer (Annex II);
 - iii. A general description / company profile of the bidder;
 - iv. A detailed description of the proposed garage which has to include:
 - a) Address of the garage;
 - b) Site Plan showing surrounding area;
 - c) Scaled floor plan;
 - d) A brief explanation of the uses of the surrounding properties;
 - e) Photo documentation of external surrounding areas and of internal area(s) of the garage;
 - f) Statement on the state of the garage (electricity, drainage works, CCTV and security systems including intruder alarm, fire alarm and a fire suppression system, etc);
 - g) A copy of the Planning Authority permit;
 - h) A copy of the Compliance certificate issued by the Planning Authority;
 - i) A copy of the Energy Performance Certificate for the building issued under the provisions of LN 47 of 2018 and registered with the Building Regulation Office, if applicable;
 - j) A copy of the Fire safety certification issued by a qualified engineer;
 - k) A copy of the Insurance policies covering the garage.
 - v. A certified true copy of the deed of the garage confirming title; and

- vi. Any particular conditions to be imposed in the rental agreement (if any).
- 4.2 All offers must be submitted in full, signed as requested, and sealed in an envelope/package bearing the reference code **EOI 01/2019** and deposited in the **Quotation Box** (or by recorded delivery (official postal/courier service) at the foyer of Planning Authority, St Francis Ravelin, Floriana, Malta before the deadline of Thursday 21st February, 2019 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 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.

- 4.3 All offers must be received by date and time indicated in the timetable in Article 2 above. Late submissions shall be rejected.
- 4.4 The submissions must be typed in, or handwritten in indelible ink. Any pages on which entries or corrections to his/her submission have been made must be initialized by the person or persons signing the offer.
- 4.5 All pages (of the submission) must be initialised by the bidder and numbered consecutively.

5. EVALUATION PROCESS

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 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.

5.5 The Evaluation process shall proceed as follows:

Part 1: Administrative Evaluation

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

Part 2: Technical/Financial Evaluation

The offers considered administratively compliant will be evaluated. The PA shall determine the award of this contract on the basis of the best value for money proposal.

5.6 The selection process may require an on-site visit to the garage, however, this should not be construed as any commitment whatsoever by the PA.

5.7 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.

5.8 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.

5.9 Unsuccessful bidders shall be also notified with the outcome of their offer.

5.10 The recommendations shall also be published on the Notice Board of the Planning Authority, St Francis Ravelin, Floriana, Malta and on the Authority's web site <http://www.pa.org.mt/en/expression-of-interests>.

5.11 Any personal data submitted in the proposals shall be processed in line with, but not limited to, the provisions of the General Data Protection Regulation and the Data Protection Act, Chapter 586 of the Laws of Malta and subsidiary legislation thereto. 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 01/2019

Title: Expression of Interest for the Leasing of a Garage in Malta by the Planning Authority

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 garage which has to include:	
a) Address of the garage;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
b) Site Plan showing surrounding area;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
c) Scaled floor plan;	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 internal area(s) of the garage;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
f) Statement on the state of the garage (electricity, drainage works, CCTV and security systems including intruder alarm, fire alarm and a fire suppression system, etc);	Yes <input type="checkbox"/> or No <input type="checkbox"/>
g) A copy of the Planning Authority permit;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
h) A copy of the Compliance certificate issued by the Planning Authority;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
i) A copy of the Energy Performance Certificate for the building issued under the provisions of LN 47 of 2018 and registered with the Building Regulation Office, if applicable;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
j) A copy of the Fire safety certification issued by a qualified engineer;	Yes <input type="checkbox"/> or No <input type="checkbox"/>
k) A copy of the Insurance policies covering the garage.	Yes <input type="checkbox"/> or No <input type="checkbox"/>
A certified true copy of the deed of the garage 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 garage, 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 60-month contracted period, all terms and conditions established for the first 60-month contracted period, except for the monthly rent, are to remain the same.

Year	Address of property proposed	Floor area of property proposed (in square metres)	Total Rent for 1 year in € (Incl VAT)
1			
2			
3			
4			
5			
Total Rent for 5 years in € (Incl VAT)			