

EXPRESSION OF INTEREST
Temporary Leasing of Office Space

REF: PARK 27/2018

Date of issue: 11th September 2018

Closing Date: 2nd October 2018 @ 10:00hrs



MINISTRY FOR THE ENVIRONMENT,
SUSTAINABLE DEVELOPMENT AND CLIMATE CHANGE

INSTRUCTIONS TO APPLICANTS

1. INTRODUCTION

- 1.1 Ambjent Malta is hereby inviting interested parties to participate in this Expression Of Interest (hereinafter EOI) for the lease of office space required by the Directorate in order to accommodate the new established Ambjent Malta. The lease term shall be for a period of three (3) years.
- 1.2 The office space must be rendered in a finished state by the selected applicant within a specific time period to be determined by Ambjent Malta and must be in compliance with planning, health and safety legislation and any other applicable legislation, and as guided by the Project Manager appointed by Ambjent Malta. All finishing, works and improvements, if required, including, but not limited to, partitioning, fixtures and all finishes within the premises shall be carried out by and at the expense of the selected applicant. The premises should be fully compliant to NCPD standards and regulations and provided with an Energy Performance Certificate.

The premises shall accommodate approximately 30 employees and must *inter alia* fulfil the following criteria:

- Close to major public transportation routes;
- Office space should measure in the range of 400-450 square meters and is to be finished to high standards to cater for 30 employees, completely serviced with network and data points for each employee;
- Customer/service elevator/s;
- Well ventilated, natural lighting and fully air-conditioned;
- Toilet facilities
- Private parking facilities which include a minimum of ten (10) parking spaces.

Proposed property with the following facilities will be given preference over other applicants:

- Fully furnished to cater for 30 desks
- Reception area and two meeting rooms;
- Board room and management offices;
- Fully equipped kitchenette;
- Server room with fibre network connectivity. Preference would be given to office space with existing Malta government network connectivity (MAGNET);
- Central Uninterrupted Power Supply;
- Central electricity generator;
- Intruder and fire alarm;
- Minimum of three separate restrooms;
- Located within the Central Malta region; and
- Parking facilities preferably on/near site – these must be over and above the required minimum of ten parking spaces indicated above.

- 1.3 Ambjent Malta reserves the right to accept an application only partially and/or refuse any (or all) application/s.
- 1.4 Any applicant can apply for more than one property but presented under separate applications. For every application, a separate rate should be quoted by the applicant for parking spaces.
- 1.5 Applicants may submit any questions in writing to Ambjent Malta by sending an email on: procurement.parks.mesdc@gov.mt) up to 4 working days before the deadline for submission of applications. Ambjent Malta reply up to at least 2 working days before the deadline for submission.
- 1.6 The applicant will bear all costs associated with the preparation and submission of the application.
- 1.7 Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with other applicants or influence the committee during the process of examining, clarifying, evaluating and comparing applications will lead to the disqualification of his/her application/s.
- 1.8 When submitting an application, the applicant must provide a declaration that s/he is not affected by any potential conflict of interest in relation to this EOI.
- 1.9 The financial offers submitted are fixed and not subject to revision.
- 1.10 Applications must remain valid for a period of 90 days after the deadline for submission.
- 1.11 Applicants may amend or withdraw their applications by written notification prior to the deadline for submission. No application may be amended after the deadline for submission.
- 1.12 Any notification of amendment or withdrawal must be prepared, sealed, marked and submitted in accordance with the relevant clauses, and the envelope must also be marked with "amendment" or "withdrawal".
- 1.13 By submitting their application, applicants are accepting that this procedure is regulated by Maltese Law, and are deemed to be aware of all relevant legislation that may in any way affect or govern the operations and activities covered by this EOI.

2. TIMETABLE

	DATE	TIME
Deadline for request for any additional information from the Clarifications to be sent via email on: procurement.parks.mesdc@gov.mt	25/9/2018	12:00hrs

Last date on which additional information is issued by Ambjent Malta	27/9/2018	12:00hrs
Deadline for submission of applications	2/10/2018	10:00hrs
Opening Session	2/10/2018	10:00hrs
All times Central European Time (CET) / Central European Summer Time (CEST) as applicable		

- 2.1 Ambjent Malta shall inspect the shortlisted premises prior to arriving to its conclusions.
- 2.2 Ambjent Malta 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 Ambjent Malta and the applicant regarding the original date specified in these document/advertisements will be subject to the new date.
- 2.3 Applications 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 Ambjent Malta, Ta' Qali National Park, Ta' Qali by the appointed staff.

A 'Summary of Applications Received' will be drawn up and published on the notice board at the reception of Ambjent Malta, Ta' Qali National Park, Ta' Qali.

3. PRESENTATION OF APPLICATIONS

3.1 The applicant 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 applicant, including identification of ownership of the applicant's organisation;
- iv. A detailed description of the proposed office space which has to include:
 - a. Site Plan showing parking facilities in the area;
 - b. A brief explanation of the uses of the surrounding properties;
 - c. Photo documentation of external surrounding areas and of all internal areas of the office space and the premises including common areas where applicable;
 - d. Floor plans with furniture layout;
 - e. Planning permits for the premises and the office use;
 - f. Certification by NCPD that the building is in conformity with their standards and regulations; and

- g. Energy Performance Certificate for the building issued under the provisions of LN 47 of 2018.
 - h. Emergency evacuation plan/s
 - v. A certified true copy of the deed of the premises and office space confirming title.
 - vi. Any particular conditions to be imposed in the rental agreement (if any)

- 3.2 All offers must be submitted in one 'original', with the documents placed in a sealed envelope/package, and deposited in the labelled 'EOI' (or by recorded delivery (official postal/courier service) at the reception of **Ambjent Malta, National Park, Ta' Qali**

- Applications submitted by any other means will **not** be considered.

- 3.3 The package must bear only:
 - (i) the above address
 - (ii) the reference number (PARK 27/2018) of this EOI
 - (iii) the name of the applicant

- 3.4 All applications must be received by date and time indicated in the timetable. Late submissions shall be rejected.

- 3.5 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 initialised by the person or persons signing the application.

- 3.6 All pages (of the submission) must be initialised by the applicant and numbered consecutively.

4. EVALUATION PROCESS

- 4.1 After the opening of the applications, no information about the examination, clarification, evaluation or comparison of applications or decisions about the applications may be disclosed .

- 4.2 Any attempt by an applicant to approach any member of the Evaluation Committee/Ambjent Malta directly during the evaluation period will be considered legitimate grounds for disqualifying his/her application.

- 4.3 The Evaluation process shall proceed as follows:

Part 1: Administrative Compliance

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

Part 2: Financial Evaluation

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

- 4.4 Ambjent Malta reserves the right to accept or reject any application, or part thereof, and/or to cancel the whole EOI and reject all applications. Ambjent Malta reserves the right to initiate a new EOI. Under no circumstances will Ambjent Malta be liable for damages, whatever their nature.
- 4.5 Following the evaluation process, the recommendations (if any) shall be published on the Notice Board of **Ambjent Malta, National Park, Ta' Qali**.

Annex I

SUBMISSION FORM

Publication reference: **PARK 27/2018**

Title: **Expression of Interest for Temporary Leasing of Office Space**

DETAILS OF APPLICANT

Name		Surname	
Telephone	() _____	Fax	() _____
Address			
E-mail			

APPLICANT'S DECLARATION(S)

To be completed and signed by the applicant

In response to your application for the above EOI, the undersigned, hereby declares that:

1. I have examined, and accept in full and in its entirety, the content of this document (including subsequent Clarifications Notes issued). I hereby accept the contents thereto in their entirety, without reservation or restriction. I also understand that any disagreement, contradiction, alteration or deviation shall lead to my application not being considered any further.

2. This offer is valid for a period of 90 days from the final date for submission of offers.
3. I am not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. I also declare that I 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. I agree to abide by the ethics clauses and, in particular, have no potential conflict of interests.
5. I 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. My submission has been made in conformity with the instructions included in this document, and in this respect I confirm having included in the submission all the required documentation.
7. I acknowledge that Ambjent Malta is not bound to proceed with this procedure, or part thereof, and to refuse any or all of the applications submitted, and that it will incur no liability towards me should it do so.

Name and Surname: _____

I.D. / Passport Number: _____

VAT Registration Number:
(if available) _____

Signature of applicant: _____

Date: _____

Annex II

FINANCIAL OFFER

- The applicant can submit an application for one premises, however additional applications by the same applicant have to be submitted separately.
- The rental value requested, in € (Euro), is to be inserted in the relevant columns.

Address of property	Rent for three (3) year period (Excl. VAT)
	Rent for three (3) year period – per Private Parking Space within the site (Excl. VAT)