

EXPRESSION OF INTEREST
Temporary Leasing of Office Space

REF: GF/Admin/18/2016

Date of issue: 19th August 2016

Closing Date: 16th September 2016 @ 12:00hrs



ERA

Environment & Resources Authority

Hexagon House, Spencer Hill, Marsa MRS 1441

INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

- 1.1 The Environment and Resources Authority (ERA) 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 accommodate temporarily part of its staff during the carrying out of refurbishment works at its offices in Hexagon House. The lease term shall be for a period of nine (9) months 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 3 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 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 office space shall accommodate approximately 75 employees and must fulfil the following criteria:

- Close to major public transportation routes;
- Office space should measure approx. 450 square meters and is to be finished to high standards to cater for 75 employees, completely serviced with network and data points for each employee;
- Customer and service lifts;
- Well ventilated, natural lighting and air-conditioned; and
- Toilet facilities.

Proposed property with the following facilities will be preferred.

- Fully furnished to cater for 75 desks
 - Reception and two meeting rooms;
 - Preferably located within the Grand Harbour region;
 - Board room and management offices;
 - Kitchenette;
 - Small server room with fibre network connectivity. Preference would be given to office space with existing Malta government network connectivity (MAGNET); and
 - Parking facilities preferably on-site.
- 1.3 ERA reserves the right to accept a bid only partially and/or refuse any (or all) offer/offers.
- 1.4 Any bidder can make an offer for more than one property but presented under separate bids.
- 1.5 Bidders may submit any questions in writing to ERA by sending an email to procurement.era@era.org.mt up to 4 working days before the deadline for submission of offers. ERA must reply up to at least 2 working days before the deadline for submission.

- 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 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 clauses, 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 Environment and Resources Authority Clarifications to be sent via email on: procurement.era@era.org.mt	12 th September 2016	12:00hrs
Last date on which additional information are issued by the Contracting Authority	14 th September 2016	12:00hrs
Deadline for submission of bids	16 th September 2016	12:00hrs
Opening Session	16 th September 2016	12:00hrs
All times Central European Time (CET) / Central European Summer Time (CEST) as applicable		

- 2.1 ERA shall inspect the shortlisted properties prior to arriving at its conclusions.
- 2.2 ERA 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 ERA and the bidder regarding the original date specified in these document/advertisements will be subject to the new date.
- 2.3 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 ERA, Hexagon House, Spencer Hill, Marsa 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 ERA, Hexagon House, Spencer Hill, Marsa.

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 II)
 - iii. A general description / company profile of the bidder, including identification of ownership of the bidder'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 KNPD 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 376 of 2012.
 - 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 tender box (or by recorded delivery (official postal/courier service) at the reception of **ERA, Hexagon House, Spencer Hill, Marsa**.
- Offers submitted by any other means will **not** be considered.
- 3.3 The package must bear only:
 - (i) the above address
 - (ii) the reference number of this EOI (GF/Admin/18/2016)
 - (iii) the name of the bidder
- 3.4 All offers 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 offer.
- 3.6 All pages (of the submission) must be initialised by the bidder and numbered consecutively.

4. EVALUATION PROCESS

- 4.1 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.
- 4.2 Any attempt by a bidder to approach any member of the Evaluation Committee/ERA directly during the evaluation period will be considered legitimate grounds for disqualifying his offer.
- 4.3 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 Clause 3.

Part 2: Financial Evaluation

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

- 4.4 ERA reserves the right to accept or reject any offer, or part thereof, and/or to cancel the whole procedure and reject all offers. ERA reserves the right to initiate a new invitation for offers. In no circumstances will ERA be liable for damages, whatever their nature.
- 4.5 Prior to the expiration of the period of validity of offers, ERA will notify the successful bidder/s, in writing, that his offer/s or part thereof, has/have been recommended for award.
- 4.6 Unsuccessful bidders shall be also notified with the outcome of their offer.
- 4.7 The recommendations shall also be published on the Notice Board of **ERA, Hexagon House, Spencer Hill, Marsa.**

Annex I

SUBMISSION FORM

Publication reference: **GF/Admin/18/2016**

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

DETAILS OF BIDDER

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

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 clauses and, in particular, have no potential conflict of interests.
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.

ENVIRONMENT AND RESOURCES AUTHORITY

EXPRESSION OF INTEREST – Temporary leasing of office space

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 ERA is not bound to proceed with this procedure, or part thereof, and to refuse any or all of the offers. It will incur no liability towards us should it do so.

Name and Surname: _____

I.D. / Passport Number: _____

VAT Registration Number:
(if available) _____

Signature of bidder: _____

Date: _____

Annex II

FINANCIAL OFFER

- The bidder can present an offer for one premises, however additional bids 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.

Address of property	Rent for nine (9) month period - € (Exc VAT)	Rent for additional period per month - € (Exc VAT) (Provisional)