



Expression of Interest for Office Space

Ref. MCJL/CMD 465/2018

The Cleansing and Maintenance Division within the Ministry for Justice, Culture and Local Government would like to receive offers for the leasing of Office Space for the Division.

The following are the list of technical specifications / requirements pertaining to the desired leased premises in Malta to house the Cleansing and Maintenance Division.

Technical Specifications – Office Space and Car Spaces:

1. Premises are to be situated in either the Southern or the Central region and shall be covered with the necessary Planning Authority permits.
2. The Cleansing and Maintenance Division requires Office Space between 650sqm and 800sqm and eight (8) car spaces.
3. The leasing period shall be for five (5) years with a possible extension of another five (5) years.
4. The offices are to be finished or refurbished according to the requirements of the Cleansing and Maintenance Division by the landlord at his / her expense. All finishes/ alternations / refurbishment costs are to be borne by the landlord and shall not be included in the annual rental fee. Any finishing works are to be ready within twelve (12) weeks from the signature of contract. The Contracting Authority reserves the right that during the evaluation of offers ask bidders for confirmation that the property (should it be selected) will be finished by the lessor according to the layout provided by the Contracting Authority within the twelve (12) week timeframe.
5. The entire building is to be fully accessible to people with special needs through ramps and a passenger lift if applicable. Premises without such facilities may be considered however in such an instance, the landlord would be required to provide such facilities upon signing of the contract agreement.
6. Water and Electricity facilities are to be made available by the owner / landlord.



Office Space

7. The premises (office space) is to include three (3) gender-neutral¹ restrooms. One of these toilets is to include facilities for persons with special needs.
8. The offices are to be equipped with (but not limited to) the following:
 - a. fully air-conditioned
 - b. Kitchenette
 - c. CAT 6 cabling [for network and telephony]
9. The offices are to have a permit for office use. If this is not available, the Contractor shall apply for such a permit and bear all applicable costs upon signing of the contract agreement.

The Proposal and Financial Offer

The submissions is to include the following documents and information which are to be submitted according in the hereunder sequential order:

- a. Personal and contact details of the premises' owner including postal address, contact numbers and email address;
- b. The exact location and address of the premises being offered for lease;
- c. The area offered in square metres (per floor if applicable);
- d. The number of floors (area per floor) the area is distributed;
- e. Information as to whether the area offered exists on its own or is a part of a block;
- f. Details as to whether the premises are in a "finished" state, and ready to move into, or otherwise.
- g. The landlord should provide a list of what the Common Area Maintenance fees will cover, how often they are to be paid, and how much they can be increased each year. If the Cleansing and Maintenance Division is required to help with the cost of major renovations such as structural repairs, this should be also stated by the landlord. The landlord should also provide a list when such repairs were last made and when they are scheduled or anticipated to be done in the future.
- h. Declaration that a waiting area and a boardroom (solely for the Cleansing and Maintenance Division use) shall be offered. This is to be accompanied by a list of facilities offered in the premises including

¹ A minimum of one third of toilets within this buildings is to be gender-neutral.



but not limited to: fully air-conditioning system; three (3) restrooms facilities; kitchenette; and CAT 6 cabling;

- i. The financial offer is to be submitted in the following format:
 - i. Annual cost per square meter (office space)
 - ii. Annual total cost (office space)
 - iii. Annual total cost (for eight (8) car spaces)
 - iv. Annual cost for common parts
 - v. Annual increments if applicable
 - vi. Grand Total Cost (5-year period) including all the above but EXCLUDING VAT
- j. Photos of the interior and exterior areas and other facilities on site (including all lifts where applicable);
- k. Copy of plans of property (1:100 plan) identifying the different amenities identified above;
- l. Copy of Planning Authority approved plans of the premises if applicable;
- m. Copy of permit which authorises the premises to be used as office space if available;
- n. OHSa certificate (applicable if the premises are in finished state) if available;
- o. ARMS statement showing that Electricity and Water bills are fully settled (applicable if the premises are in finished state);
- p. Proof that the building is accessible to people with special needs; through the submission of KNPD certification or correspondence if applicable;
- q. Copy of a valid Insurance Policy (applicable if the premises is in finished state); and
- r. If the documents listed in Points (k) – (p) above are not available, a declaration is to be provided together with the proposal in which the bidder is to state that these documents shall be submitted in due course without undue delay immediately upon completing the finishes and alterations to the premises / signing of the contract.
- s. Costs for the provision of such documents shall be borne by the Contractor.



Instructions to Bidders:

The Cleansing and Maintenance Division reserves the right to select and/or reject any or all of the submitted proposals. The Division may also decide not to proceed further with the Expression of Interest process.

The bidder shall consider the submission of an expression as acceptable on the terms and conditions outlined in this document. Each bidder shall be solely responsible for the fees, costs and expenses incurred in participating in the present process, and the Cleansing and Maintenance Division will under no circumstances be liable for any such fee, costs, expenses, re-imbursments, loss or damage whatsoever arising out of or in connection with the proposal process.

Assessment will be carried out on cheapest price per metre square (including all facilities mentioned above). The Cleansing and Maintenance Division reserves the right to request a site visit as required during adjudication stage and to request further clarifications. Failure to answer such requests within the stipulated timeframe may lead to disqualification of the offer.

The offer is to be signed by the Contractor or his/her Authorised Signatory. Government general conditions shall apply.

Submissions are to be submitted in hard copy in a sealed envelope marked **Confidential** quoting the above **Title** and **Reference Number** of this Expression of Interest, and the **Name** of the bidder and sent **By Hand** to the following address by not later than **12:00 hours (noon)** of **Friday 21st December 2018**:

Cleansing and Maintenance Division

Corradino Industrial Estate

Corradino, Paola