



Expression of Interest for Administration Offices for the Malta Mediation Centre (MMC) in Valletta

Ref. MJCL/MPU/2/2018/4

The Ministry for Justice, Culture and Local Government would like to receive offers for the **leasing of a building which shall serve as Administration Offices for Malta Mediation Centre in Valletta.**

The following are the list of technical specifications / requirements pertaining to the desired leased premises in Malta to house the Administration Offices for MMC:

1. The building is to be located in Malta in Valletta with the necessary office permits.
2. The MCC requires two (2) rooms for office purposes, one (1) Board room and one (1) room for archiving and filing.

An area dedicated as a reception area is also required for the sole use of MCC.

The total approximate area of office space required ranges between 150m² and 250m² covering all requirements.

3. The offices are to be finished or refurbished according MMC requirements by the landlord at his /her expense. Semi-finished premises and premises in shell-form condition may also be considered. The owner of the building (if building is not in finished state) will be required to finish the building in accordance with the specifications of MMC. All finishes costs are to be borne by the landlord and shall not be included in the annual rental fee. In case of premises which are not in finished state, all necessary works are to be completed within four (4) months from signing of the contract agreement.
4. The premises is to include two restrooms facilities for Male/Female and persons with Special Needs.
5. The entire building is to be fully accessible to people with special needs through ramps and a passenger lift if applicable.



6. The offices are to be equipped with (but not limited to) the following:
 - a. fully air-conditioned
 - b. Kitchenette and Staff Canteen
7. CAT 6 cabling [for network and telephony]
8. The leasing period shall not be less than 10 years.

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. Declaration that a reception area (solely for MMC's use) shall be offered. This is to be accompanied by a list of facilities offered in the premises including but not limited to: Fully Air-conditioning System; Two Restrooms Facilities: Male/Female Gender and Special Needs; Kitchenette and Staff Canteen; and CAT 6 cabling;
- h. 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 cost for common parts (if applicable)
 - iv. Annual increments (if applicable)
 - v. **Grand Total Cost (for a 10-year period) including all the above but EXCLUDING VAT**
- i. Copy of plans of property (1:100 plan) identifying the different amenities identified above;
- j. Copy of Planning Authority approved plans of the premises;



- k. Copy of permit which authorises the premises to be used as office space;
- l. Photos of the interior and exterior areas and other facilities on site (including all lifts where applicable);
- m. OHS certificate (applicable if the premises are in finished state);
- n. Building Efficiency Certification (applicable if the premises are in finished state);
- 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; specifically, KNPD certification (applicable if the premises are in finished state);
- q. Copy of a valid Insurance Policy (applicable if the premises are in finished state); and
- r. If the documents listed in Points (l) – (q) above are not available, a declaration is to be provided together with the proposal of the bidder in which he/she states that these documents shall be submitted in due course without undue delay immediately upon completing the finishes to the premises. Costs for the provision of such documents shall be borne by the Contractor.

Instructions to Bidders:

The Ministry for Justice, Culture and Local Government reserves the right to select and/or reject any or all of the submitted proposals. The Ministry 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 Ministry for Justice, Culture and Local Government will under no circumstances be liable for any such fee, costs, expenses, re-imburements, loss or damage whatsoever arising out of or in connection with the proposal process.

MINISTERU GĦALL-ĠUSTIZZJA,
KULTURA U GVERN LOKALI



MALTA

MINISTRY FOR JUSTICE, CULTURE
AND LOCAL GOVERNMENT

Ministerial Procurement Unit

Ministerial Procurement Unit

Assessment will be carried out on area per metre square (including all facilities mentioned above). The Ministry for Justice, Culture and Local Government 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 23rd November 2018**:

Ministerial Procurement Unit

Ministry for Justice, Culture and Local Government

123, St. Lucy Street

Valletta