



## Expression of Interest for the Local Enforcement System Agency (LESA) Administration and Regional Tribunal Offices in Gozo

Ref. MJCL/MPU/3/2018 Vol. II

The Ministry for Justice, Culture and Local Government would like to receive offers for the **leasing of a building which shall serve as an Administration Offices and Regional Tribunal for the Local Enforcement System Agency in Gozo.**

The following are the list of technical specifications / requirements pertaining to the desired leased premises in Gozo to house the Administration Offices and Regional Tribunal for LESA:

1. The building is to be located in Gozo.
2. Ideally, the office should be at ground floor level and in an open plan form. Two-floor or multi-floored options may be considered. Preferably, the offices are not shared with third parties.
3. Two separate entrances shall be required, one for the Administration Offices and another for the Regional Tribunal Office.
4. The offices are to be located in a central site in Gozo with easy access to Public Transport Facilities.
5. The approximate area of office space required ranges between 150m<sup>2</sup> and 200m<sup>2</sup> covering both requirements as in Point (3) above. Larger premises may be considered.
6. The offices are to be finished or refurbished according LESA 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 LESA. All finishes costs are to be borne by the landlord and shall not be included in the annual rental fee. If applicable, the bidder is to provide an indication when the premises shall be finished.
7. The entire building is to be fully accessible to people with special needs.
8. A reception area is necessary. The reception area is not to be shared i.e. it is to be solely used for LESA Administration and the Regional Tribunal purposes only. The offices are to be equipped with (but not limited to) the following:
  - a. fully air-conditioned



- b. Restrooms facilities: Male/Female Gender and Special Needs
  - c. Kitchenette and Staff Canteen
  - d. CAT 6 cabling
9. Solar Panels are optional but are considered as being an asset.
  10. A full essential backup generator, a fire hydrant system and a CCTV system are necessary. Fire hydrant and CCTV systems are also required in the garage area.
  11. The premises and garage are to be insured (building and contents) and any related costs are to be included in the quoted price.
  12. A garage area is required adjoining, adjacent or nearby the offices and this should be of a capacity of 10 vehicles or parking spaces for 15 vehicles. The garage shall be solely used for parking in use, however and preferably be equipped with sanitary facilities and a small locker room. Garages with a car lift shall not be considered.
  13. The premises and garage area should conform with all local building regulations and standards such as Planning Authority, OHS&A and Building Efficiency, as well as specific permit for the building to be used as office space.
  14. The leasing period shall not be less than 10 years.



### **The Proposal and Financial Offer**

The submissions should 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. In the case of shell or semi-finished premises, the contractor is to indicate by when these works shall be completed. Finishes shall be borne by the Contractor;
- g. Declaration that a reception area (solely for LESA'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; 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. Cost per car space / garage per annum
  - iv. Total cost for the number of vehicles listed in Point 12 above per annum.
  - v. Annual cost for common parts
  - vi. Annual increments if applicable
  - vii. 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. Photos of the interior and exterior areas and other facilities on site (including all lifts where applicable);
- l. OHSA certificate (applicable if the premises are in finished state);



- m. Building Efficiency Certification (applicable if the premises are in finished state);
- n. ARMS statement showing that Electricity and Water bills are fully settled (applicable if the premises are in finished state);
- o. Proof that the building is accessible to people with special needs; specifically, KNPD certification (applicable if the premises are in finished state);
- p. Copy of a valid Insurance Policy (applicable if the premises are in finished state); and
- q. If the documents listed in Points (l) – (p) above are not available, a declaration is to be provided together with the proposed by the bidder in which he/she stated 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.

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 Monday, 26th March 2018**:

*Ministerial Procurement Unit  
Ministry for Justice, Culture and Local Government  
46, Palazzo Spinola Business Centre, Level 3  
St Christopher Street,  
Valletta*

**MINISTERU GĦALL-ĠUSTIZZJA,  
KULTURA U GVERN LOKALI**



**MALTA**

**MINISTRY FOR JUSTICE, CULTURE  
AND LOCAL GOVERNMENT**

*Ministerial Procurement Unit*

*Ministerial Procurement Unit*

**Reference Number: MJCL/MPU/3/2018 Vol. II**

26<sup>th</sup> March 2018

To all prospective bidders,

**Clarification Note Number 1**

**Expression of Interest for the Local Enforcement System Agency (LESA) Administration and Regional Tribunal Offices in Gozo**

Reference is made to the above-mentioned Expression of Interest.

Kindly note that the deadline for the submission of offers is **Monday, 2<sup>nd</sup> April 2018 at 12:00 hours (noon)** and not as inadvertently stated in the Expression of Interest Document (English Version).

This Clarification Note is to be regarded as forming an integral part of the Expression of Interest Document.

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**Laura Desira**  
Procurement Manager MPU