



## **Ministry for Gozo**

### **Expression of Interest**

**Reference: EOI/A0118**

## **Invitation to submit Proposals for the Lease of Property in Victoria, Gozo**

Published in the Government Gazette of 19<sup>th</sup> January 2018 and on all local Sunday newspapers on 21<sup>st</sup> January 2018.

**Closing date for submissions: 6<sup>th</sup> February 2018 at 10:00**

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## 1. INTRODUCTION

One of the main objectives of the Ministry for Gozo (hereinafter referred to as “Ministry”) is to create more job opportunities on the island for Gozo based residents. This is in line with the Government’s policy to provide more work opportunities in Gozo for those working within the public sector.

## 2. OBJECTIVES

The purpose of this Expression of Interest (EOI) is to gauge and evaluate the resources available in the private sector to provide adequate premises that can be used as office space. The premises is to have an internal floor area of between 170 to 200 meters square and is to be centrally located in Victoria, Gozo.

The initial agreement will be for a period of ten (10) years which may be renewed for any other further period/s at the discretion of the lessee and subject to agreement with the lessor.

Interested parties are invited to submit proposals for the lease of such facilities to meet the Ministry’s requirements. Proposals will be evaluated according to the Selection Criteria listed in this EOI.

## 3. SELECTION CRITERIA

- a. The property is to have an internal floor area of between 170 to 200 meters square in a central location in Victoria, Gozo.
- b. The premises must also feature the following key characteristics:
  - i. Have an independent entrance at street level.
  - ii. The premises shall be fully accessible and in compliance with all the pertinent design standards for persons with disability. In case of property chosen and which is not compliant, the lessor must undertake all the necessary changes to render the property accessible according to the design guide which can be accessed from <http://crpd.org.mt>.
  - iii. Conform to local building regulations and standards and any other applicable laws and regulations.
  - iv. Be in possession of the necessary permits as required by the relevant authorities.
  - v. Have electrical and water supply and a functioning drainage system.
  - vi. Should include at least two (2) sanitary facilities.
  - vii. Should be fully airconditioned.
  - viii. Preference will be given to properties having an extra outdoor area (i.e. in addition to the internal floor area of 170 – 200 meters square) such as a garden or a yard.
- c. A confirmation will be required with the submission, stating that the property (should it be selected) will be finished by the lessor according to the layout and design provided by the Ministry and according to the requirements at (b) above, by not later than 5 months from the signing of the contract. The cost for the finishing of the premises and of any changed of use should be borne by the lessor. The Ministry will be responsible for the furnishing of the premises.

The Ministry will start paying the monthly lease rate as soon as the lessor completes the works expected from his/her end.

#### **4. REQUIRED INFORMATION**

The proposal shall include:

- a. Details of bidder/s - including full name/s, ID Card Number/s, registered address, email address/es, phone/mobile number/s, and company registration number (if applicable) (Annex 1).
- b. A short description of the property and its location.
- c. A confirmation that the property satisfies all the Selection Criteria at Section 3.
- d. MEPA/ PA permits covering the property, including a scaled site plan, approved plans/ elevations/ sections of the premises and any other relative documentation.
- e. Internal and external photographs of the proposed property.
- f. Declaration of title of the property together with proof of title by means of an authenticated document (Annex 2 or Annex 3, as applicable).
- g. A complete Financial Bid stating the proposed annual rent (Annex 4).
- h. A declaration that the submitted information is correct (Annex 5 or Annex 6, as applicable).

If more than one property is offered by the same individual/s / entity, a separate submission is to be made for each property. If any of the above declarations are found to be incorrect, misleading or false, the proposal/s shall be disqualified.

## 5. SUBMISSIONS

### 5.1 – Timetable

	<b>Date</b>	<b>Time*</b>
Date of Publication	19 <sup>th</sup> January 2018 on the Government Gazette and on 21 <sup>st</sup> January 2018 on local Sunday newspapers	N/A
Final date for request for any clarifications from the Ministry by prospective bidders. Request for clarifications are to be sent on <a href="mailto:procurement.mgoz@gov.mt">procurement.mgoz@gov.mt</a> with the title of the e-mail reading <b>EOI/A0118</b>	26 <sup>th</sup> January 2018	10:00
Final date by which the Ministry is to reply to clarifications and provide additional information (if applicable). Clarifications/ Additional Information will be available on the Ministry for Gozo's website under the Procurement Section	31 <sup>st</sup> January 2018	10:00
Closing date for the submission of proposals under the EOI	6 <sup>th</sup> February 2018	10:00
EOI Opening Session	6 <sup>th</sup> February 2018	10:00

\*All times Central European Time (CET)

### 5.2 - Submissions

Submissions shall be drawn up in English and must be enclosed in a sealed opaque envelope and clearly marked as **EOI/A0118**.

Offers are to be deposited in the tender box at:

Procurement Unit  
Ministry for Gozo  
St. Francis Square  
Victoria

**Closing date for submission is Tuesday 6<sup>th</sup> February 2018 at 10:00.**

## **LATE SUBMISSIONS WILL NOT BE CONSIDERED**

### **6. EVALUATION OF PROPOSALS**

Following the closing date, the Evaluation Committee set up by the Ministry will evaluate the proposals received against the criteria and conditions set out in this EOI.

The Evaluation Committee reserves the right to carry out a site visit/ inspection on the proposed properties.

If, in the opinion of the Evaluation Committee, a proposal is unclear in any respect, the Evaluation Committee may, at its discretion, seek clarification from the bidder/s. Failure to supply a satisfactory clarification to the Evaluation Committee shall render the proposal liable to disqualification.

After evaluation of the proposals, the Evaluation Committee shall draw up a short-list of proposals for the consideration of the Ministry.

Being short-listed does not give rise to a contract or any obligation between the Ministry and the bidder.

The Ministry shall, without limiting other options available to it, invite short-listed bidders to enter into pre-contractual negotiations, which may or may not lead to a final, binding contract.

Furthermore, the Ministry reserves the right to negotiate the terms of the respective submissions.

The Ministry also reserves the right to refuse any offer in respect of this EOI and even to cancel the whole EOI process.

Nothing in this invitation is to be construed as creating a binding contract between the Ministry and the bidder until the two parties enter into a final, binding contract.

## 7. DISCLAIMERS

- a. The submission of a proposal shall be considered as an acceptance by the bidder of the terms and conditions outlined in this document.
- b. The Ministry reserves the right to reject at its sole and absolute discretion, any or all the submitted proposals, and is not bound to give reasons for rejection.
- c. Each bidder shall be solely responsible for the fees, costs and expenses incurred in participating in the present process, and the Ministry will under no circumstances be liable for any such fees, costs, expenses, reimbursements, loss or damage whatsoever arising out of or in connection with the proposal process.
- d. The Ministry reserves the right to change, alter, amend, vary all and any information, terms and conditions of this present document and this without incurring any form of liability whatsoever from any third party that may have forwarded a proposal in the present process or any interested party.

## 8. CHECKLIST OF DOCUMENTS TO BE SUBMITTED

	<b>Document</b>	<b>To confirm submission mark with X</b>
1	Annex 1 – Declaration & Bidder's/Bidders' details form	
2	Annex 2 – Declaration of Title by Individual Person/s, including authenticated document (as applicable)	
3	Annex 3 – Declaration of Title by Entity representative, including authenticated document (as applicable)	
4	Annex 4 - Financial Bid	
5	Annex 5 – Declaration by Individual/s that information submitted is correct (as applicable)	
6	Annex 6 – Declaration by Entity representative that information submitted is correct (as applicable)	
7	MEPA/ PA permits, MEPA/ PA compliance certificates, including site plans, approved plans/ elevations/ sections/ other document covering the property	
8	A short description of the property and its location	
9	A declaration that the property satisfies all the Selection Criteria at Section 3 of the EOI	
10	Internal and external photographs of the property being proposed	

**Note: All fees incurred to obtain the above documents are to be paid by the bidder/s. The Ministry is not liable for any of these fees or for compensation to the bidder/s for such costs.**

## Annexes



**Annex 1 - DECLARATION & BIDDER'S/BIDDERS' DETAILS FORM**

With reference to the Expression of Interest with Ref. EOI/A0118 issued by the Ministry for Gozo and in terms of the conditions mentioned therein and those thereto attached,

I/We, ..... (*name and surname of individual/s or of representative of entity, to be entered in BLOCK letters*) bearer/s of the respective ID Card No/s. .... offer and bind myself/ourselves to provide the property to the Ministry for Gozo under a lease agreement as per the conditions of the EOI.

I/We hereby acknowledge that I/we am/are fully conversant with all the conditions of this EOI.

Name of Individual/s or of Representative of the entity [for the latter, also include the name of the Entity]	
Address	
Registered Entity Number (if applicable)	
Year when Entity was founded (if applicable)	
VAT Number (if applicable)	
Telephone Number/s	
Mobile Number/s	
E-mail address/es	

Signature/s: .....

Date: .....

**Annex 2 - DECLARATION OF TITLE BY INDIVIDUAL PERSON/S**

I/We, .....  
(name and surname of individual/s, to be entered in BLOCK letters) bearer/s of ID Card No/s.

..... of (insert personal address)

.....  
.....  
.....

, hereby declare that the property (insert the address of the proposed property)

.....  
.....  
.....

proposed in EOI/A0118 is held by me/us under the title of .....

I/We am/are aware and fully accept that in case this information is found to be incorrect, misleading or false, I/we shall forfeit the right to participate in the above-mentioned EOI without being given due notice.

In confirmation of this declaration I/we am/are attaching an authenticated document as proof of title.

Signature/s: .....

**Annex 3 - DECLARATION OF TITLE BY ENTITY REPRESENTATIVE**

I, ..... (name and surname of representative of entity, to be entered in BLOCK letters) bearer of ID Card No. ....  
of (insert personal address)

.....  
.....  
.....

, in the capacity of (whether Director, Manager etc.)

.....

acting on behalf of Entity (Name of Entity)

.....

with Registration No. ...., hereby declare that the property (insert address of proposed property)

.....  
.....  
.....

proposed in EOI/A0118 is under the title of ..... of the mentioned entity.

I am aware and fully accept that in case this information is found to be incorrect, misleading or false, the entity shall forfeit the right to participate in the above-mentioned EOI without being given due notice.

In confirmation of this declaration I am attaching an authenticated document as proof of title.

Signature: .....

Tel/ Mobile No.: .....

**Annex 4 – FINANCIAL BID**

The lease shall be for a minimum of ten (10) years - with the rate fixed for the first five (5) years and paid on an annual basis, and with the remaining period of five (5) years and any further renewals thereto to increase according to the retail price index of each respective year. The amount is to be exclusive of VAT but inclusive of any other applicable taxes.

<b>Address of Property Submitted under EOI/A0118</b>	<b>Fixed annual rent in Euro [Rate is to be exclusive of VAT but inclusive of all other applicable taxes]</b>

Signature/s: .....

Full Name/s: .....  
(In Block Capitals)

I.D. Card No/s: .....



**Annex 6 - DECLARATION BY ENTITY REPRESENTATIVE THAT SUBMITTED INFORMATION IS CORRECT**

I, ..... (name and surname of representative of entity, to be entered in BLOCK letters) bearer of ID Card No. .... of (insert personal address)

.....  
.....  
.....

, in the capacity of (whether Director, Manager etc.) .....

acting on behalf of entity (Name of Entity) .....with

Registration No. .... hereby declare that the information submitted in EOI/A0118 is true and correct.

I am aware and fully accept that in case this information is found to be incorrect, misleading or false, the entity shall forfeit the right to participate in the above-mentioned EOI without being given due notice.

Signature: \_\_\_\_\_