



Ministry for Gozo

Expression of Interest:

Provision of Architectural and Project Management Services

Reference: EOI – B1017

Closing Date for Submissions: 3rd November 2017

Introduction

The Ministry for Gozo is inviting Expressions of Interest from amongst Architects and Civil Engineers for the Provision of Architectural and Project Management Services in relation to a number of projects and initiatives to be undertaken by this Ministry.

These services entail a number of specific tasks as listed below:

- Project Planning;
- Communications with entities within and outside the Ministry for Gozo;
- Preparing and submitting applications for necessary permits with the relevant authorities;
- Preparing designs and detailed specifications and bills of quantities and related estimates;
- Tendering and Procurement;
- Project Implementation, Management & Supervision;
- Certification of Works;
- Reporting.

Duration of Assignment: Two (2) years

Qualifications:

- Applicants should be in possession of a warrant to practice as an Architect and Civil Engineer in Malta and have good communication skills in both spoken and written English and Maltese.

Remuneration:

- For each project/initiative, the Ministry for Gozo and the selected architect will establish and agree upon a capped number of hours to be dedicated to the assignment.
- The agreed upon capped number of hours to be dedicated to each project/initiative will be established prior to the commencement of duties.
- A flat-rate as offered and accepted by the Ministry for Gozo will be paid to the selected architect for the hours worked up to the capped number of hours.
- Only expressions of interest offering rates of up to and not exceeding €30.00 per hour (exclusive of VAT) will be considered.
- No travelling expenses or out of pocket expenses may be claimed from the Contracting Authority.

The selected applicant/s will be expected to take out a professional indemnity policy to the value of €250,000 prior to commencement of duties.

Applicants are requested to submit full CVs and a signed declaration confirming that that the applicant does not harbour, nor will seek to foster any potential or real conflict of interest in relation to the services to be delivered.

The Ministry for Gozo reserves the right to refuse any offer even the most advantageous proposal.

The Contracting Authority also reserves the right to cancel the call for Expressions of Interest procedure and reject all offers that had been received and reserves the right to initiate a new call for Expressions of Interest.

Submission of Expressions of Interest:

Expressions of Interest are to be submitted in a sealed envelope clearly marked with the reference number : **MG 314/2017** .

Submissions are to be dropped in the tender box at the Procurement Unit in the Ministry for Gozo, St Francis Square Victoria by not later than **Friday 3rd November 2017 12:00 CET**. Tenders submitted in any other manner will not be accepted.

Any request for clarifications are to be submitted via email: procurement.mgoz@gov.mt by not later than Sunday 29th October 2017 12:00 CET