

Expression of Interest for Office Space

Ref. OCVO/EOI/01/2019

The Office of the Commissioner for Voluntary Organisations (OCVO) would like to receive offers for the leasing of Office Space.

The following are the list of technical specifications / requirements pertaining to the desired leased premises in Malta.

Technical Specifications:

1. The building is to preferably be located in either of the following locations and shall be covered with the necessary permits:

- Valletta,
- Floriana,
- Gwardamangia,
- Hamrun,
- Santa Venera,
- Fleur-de-Lys,
- Msida,
- B'Kara
- San Gwann

Other localities will be considered.

2. The OCVO requires enough office space for a compliment of 30 persons. The space should include an area dedicated as a waiting/reception area and a boardroom is also required for the sole use of the OCVO. The area of office space required is approximately 700m² covering all requirements.

3. The offices are to be finished or refurbished according to the requirements of the OCVO by the landlord at his / her expense. All finishes / 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 six (6) 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 six (6) week timeframe.

4. The premises is to include three (3) restrooms facilities for Male/Female gender 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. 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. 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]

7. 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.

8. The leasing period shall be between 5 to 10 years.

The Proposal and Financial Offer

The submissions are 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 waiting area / boardroom (solely for OCVO'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; three (3) restrooms facilities: (a) male, female gender and (b) special needs; kitchenette; and CAT 6 cabling;
- h. The financial offer is to be submitted in the following format:
- i. Annual cost per square meter
 - ii. Annual cost for common parts if applicable
 - iii. Annual increments if applicable
 - iv. Grand Total Cost (between 5 and 10-year period) including all the above including VAT.
- i. Photos of the interior and exterior areas and other facilities on site (including all lifts where applicable);
- j. Copy of plans of property (1:100 plan) identifying the different amenities identified above;
- k. Copy of Planning Authority approved plans of the premises if applicable;
- l. Copy of permit which authorises the premises to be used as office space if available;
- m. OHS certificate (applicable if the premises are in finished state) if available;
- 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; through the submission of CRPD certification or correspondence if applicable;
- p. Copy of a valid Insurance Policy (applicable if the premises is in finished state); and
- q. 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 to the premises / signing of the contract.

Costs for the provision of such documents shall be borne by the Contractor.

Instructions to Bidders:

The Office of the Commissioner for Voluntary Organisations reserves the right to select and/or reject any or all the submitted proposals. The OCVO 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 Office of the Commissioner for Voluntary Organisations 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 cheapest price per metre square (including all facilities mentioned above). The Office of the Commissioner for Voluntary Organisations 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 Block C, Beltissebħ, Floriana FRN 1700, Malta by not later than **10:00 am of Wednesday 15th May 2019**.

For ant clarifications please send an email to Roderick Agius on roderick.agius@gov.mt



Office of the Commissioner
for Voluntary Organisations

Block C, Beltissebh,
Floriana FRN 1700, Malta
Tel: (+356) 25687261/3/6
Fax: (+356)25687265
email: vo@gov.mt

www.voluntaryorganisations.gov.mt