



MINISTRY FOR FOREIGN AFFAIRS
PALAZZO PARISIO, MERCHANTS STREET, VALLETTA, MALTA

*Procurement Section
Directorate Corporate Services*

EXPRESSION OF INTEREST – RFP 005/2016
CLOSING DATE: Tuesday 6th September 2016

*NOTE: When submitting offers by email,
Please include the above reference and Name of Item in the subject field.*

*All offer submissions should be sent either by email on offers.mfa@gov.mt or by hand
as indicated in the Call.*

*Any clarification requests are to be sent only on the email indicated in
article 5 of Section C: Terms and Conditions.*

5th August 2016

The Ministry of Foreign Affairs needs the following item/s:

**Title: Office Premises for Officers serving the Ministry for
Foreign Affairs**

Section A: Instructions to Tenderers:

Technical Specifications

Bids shall be received for lease of office premises for a period of one (1) year with a possibility to extend for further periods, that can effectively accommodate at least 30 officers serving the Ministry for Foreign Affairs. It is ideal that these offices are to be provided fully furnished and in a state ready to move in. Facilities are to be equipped with:

- A. A reception area
- B. Offices
- C. Kitchentte/s
- D. Sanitary facilities
- E. Storage rooms/ Areas

Proposals are to be submitted for such together with detailed floor plans.

An evaluation board shall assess all proposals submitted with particular evaluation of:

1. Space offered and its suitability for the purpose indicated above
2. Proximity to its Head Office currently located in Valletta
3. Air Conditioning system in place/ proposed
4. Ventilation
5. Current state of the building and hence due consideration will be taken for works required to move in.
6. Lift accessibility to all floor plans by the officers
7. Accessibility to the building
8. Storage space allocated for filing purposes
9. Compliance of building to Health & Safety Regulations and other pertaining building legislation
10. Ease to install IT & Telephony network
11. Electrical & Plumbing systems

Section B: Offer

Your Technical Offer

Company Information:

Full name of company	
Address of Company	
Full name of contact person	
Designation of contact person	
Contact Telephone Number / Mobile Number & Fax Number	
Email Address	
VAT/ Registration number	
Quotation Date	

I hereby confirm that all conditions have been read and understood. I confirm that I oblige self to the said conditions.

Signature:
(the person or persons authorised to sign on behalf of the bidder)

Date:

Section C; Terms and Conditions

1. You are kindly requested to submit your quote/s for the above item/s. **All proposals should include the following information:**
 - Full name of company,
 - Address of Company,
 - Full name of Designation contact person,
 - Contact Telephone Number / Mobile Number & Fax Number,
 - Email Address,
 - **VAT number,**
 - Date of Interest
 - Detailed description, Floor Plans, Digital Images and / or technical data of item being proposed

2. **Proposals must be provided in Word, Excel, pdf or jpg formats. When links are provided for Technical Specifications, these should lead to the website and must not require the downloading of any programs, the creation of accounts or other functions. Other formats will NOT be considered.**

3. Documents can be sent either through email or brought by hand, in which case they should be inserted in the **Tender Box found at the Directorate Corporate Services, Ministry for Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta. Documents can be brought by hand from Monday to Friday between 8.00 am and 12.00 pm only.** Offers received via E-mail on offers.mfa@gov.mt will be inserted in a sealed envelope and posted in the respective box.

4. **Expression of Interest must be valid for a minimum of 30 days.**

5. **Clarifications can be sought up to Thursday 25th August, 2016. Clarifications are to be requested by sending an email to procurement.mfa@gov.mt . The Contracting Authority will issue any additional information by Wednesday 31st August, 2016 by email.**

6. All Suppliers/contractors are advised **NOT to submit any price for the time being.** Prices shall be negotiated when the ideal proposals submitted are short listed.

7. Given information, specifications and manuals must be in English or Maltese. Tenderers submitting information, specifications and manuals in other languages only will be automatically disqualified. (where applicable)

8. All submissions should be sent either:
 - by email on offers.mfa@gov.mt or
 - by hand
 - by Tuesday 6th September 2016 at 10:00hours

9. **ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.**