

Expression of Interest (EOI)

INVITATION TO SUBMIT PROPOSALS FOR THE LEASE OF PREMISES TO BE USED FOR INNOVATIVE STARTUPS

Reference: EOI/01/2020/ME

Closing date for submissions: 5th June 2020 at 17:00hrs¹

¹ Central European Summer Time (CEST)

1. Introduction

Malta Enterprise and Università degli Studi di Salerno intend to set up together a Business incubator in Malta.

2. Objectives

Interested parties are hereby being invited to submit proposals for the leasing of suitable premises that can be used as an incubator in accordance with the requirements, specifications and criteria detailed in this document.

The initial agreement will be for a *di fermo* period of three (3) years which may be renewed, at a fixed rental rate, for an additional period/s of two (2) years at the discretion of the lessee. The lessor will be notified in writing whether this extension will be availed of at least three (3) months prior to the end of the period indicated above.

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

Interested parties are kindly requested to submit their interest together with a plan (site and layout) and with the proposed rental charges or other forms of compensation for the lease.

3. Property Requirements

The following requirements must be satisfied:

- (a) Premises should be ready built and finished with an area of 400 - 600sqm and to be used for Innovative Start-ups. The Area must be fully serviced with all utilities and has all the required permits for this type of operation;
- (b) The floor area should be customizable to provide for a layout of smaller units and a kitchenette. The division walls of the above-mentioned rooms may be of any approved material as long as this material offers soundproofing performance and that such divisions are properly installed and finished by the lessor at his sole cost and expense;
- (c) The premises shall be located in a central/southern area. Vicinity to the existing Kordin Business Incubation Centre will be preferred;
- (d) The premises shall be finished and ready to move into by (June 2020);
- (e) The area rented out shall be equipped with a minimum of two restrooms, properly finished with all sanitary ware and mixers which is to be specifically reserved for the exclusive use of the Innovative Start-Ups. Bidder is to submit a declaration that this item can be satisfied in its entirety;
- (f) The premises have to be naturally lit and need to have secure windows overlooking outside area. A declaration sustaining this requirement is to be provided;
- (g) The property must be equipped with a generator and the bidder is to provide a declaration that the generator being requested is installed and fully functional;

- (h) Sufficient WIFI/Network points spread throughout the building to provide full WIFI coverage in all areas;
- (i) A server room should be allocated to store servers on the premises;
- (j) The property offered should be free from any litigation with third parties which may have an adverse effect on the functionality of the premises;
- (k) The premises must be fully accessible and in compliance with all the pertinent design standards for persons with special needs in conformity with 'Access for all' design guidelines published by the Commission for the Rights of Persons with Disability and relevant Regulations. Should the property chosen not be 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>
- (l) The rentable areas have to satisfy the requirements of the Occupational Health and Safety (OHSA) regulations, including smoke and fire detection. A risk assessment and a fire and ventilation report are to be presented from the independent warranted engineer responsible for the fire strategy for the premises. Escape routes for use by the occupants of the premises being offered need to be indicated and these should be in line with the provisions of Subsidiary Legislation 424.15 entitled Work place (Minimum Health and Safety Requirements) Regulations;
- (m) The building shall be covered by relevant Planning Authority approved stamped plans and permits for Industrial use and have all the necessary permits that may be required by the relevant authorities;
- (n) The building must conform to local building regulations and standards and any other applicable laws and regulations. In this regard the building must be certified in Energy Efficiency and insured (building and contents); thus an EPC certification and proof of insurance are required. Only buildings which comply with the minimum energy performance requirements of 350kWh/m2yr will be eligible for selection. New buildings are subject to building regulations and regulated by Regulation 5 of the Subsidiary Legislation 513.01 entitled Energy Performance of Buildings Regulations (EBPR). These requirements are embodied in the Subsidiary Legislation 513.04 entitled Conservation of Fuel, Energy and Natural Resources (Minimum Requirements on the Energy Performance of Buildings) Regulations.

4. Request for clarification

Interested parties may submit requests for clarifications in writing by sending an email on eoi@maltaenterprise.com by not later than **22nd May 2020 at 17:00hrs²**.

² Central European Summer Time (CEST)

5. Submissions

Interested parties are to submit their proposals through email by sending an email on **eoi@maltaenterprise.com** by not later than **5th June 2020 at 17:00hrs**.³ Opening of bids received shall take place on **8th June at 10:00hrs**.⁴

LATE SUBMISSIONS WILL NOT BE CONSIDERED.

The proposal should include the information enlisted hereunder:

- (a) A document indicating the personal and contact details of the site owner/lessor – **and this as per Annex I below (Details Form)**;
- (b) A declaration that the bid satisfies all the Requirements mentioned in this document – **and this as per Annex II below (Declaration Form Agreeing to the Terms and Conditions)**;
- (c) Price for premises per square meter - in EURO exclusive of VAT and inclusive of all applicable taxes and charges – **and this as per Annex III (Financial Bid)**;
- (d) A Site plan clearly indicating the location;
- (e) A plan layout;
- (f) Coloured photographs of the interior and exterior of the premises including access to the site, the building, parking facilities and other facilities on site;
- (g) Copies of Planning Authority approved stamped plans and permits;
- (h) A draft copy of the proposed lease agreement;
- (i) Any other Additional Information Interested Parties may deem necessary.

Note: All fees incurred to obtain the above-mentioned documents are to be paid by the interested parties. Malta Enterprise & Università degli Studi di Salerno shall not be liable for any of these fees or for compensation to the interested parties for such costs.

6. Evaluation of Proposals

Following the closing date, an Evaluation Committee specifically set up for this purpose will evaluate the proposals received against the criteria and conditions set out in this EOI.

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 shall render the proposal liable to disqualification. The Evaluation Committee may also request submission of missing documentation. Failure to submit the requested documentation within the indicated time-frame will render the proposal as liable to disqualification.

Prior to the award, Interested Parties may be requested to provide a presentation on the information provided in response to this expression of interest. All costs associated by such presentations will be borne

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by the Economic Operator. A site visit may also be requested and the bidder will be expected to make the necessary arrangements to meet such request in the shortest time possible.

After the evaluation of the proposals, a short-list of proposals will be drawn up.

Being short-listed does not give rise to a contract or any obligation between Malta Enterprise & Università degli Studi di Salerno and the bidder.

Malta Enterprise & Università degli Studi di Salerno 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, Malta Enterprise & Università degli Studi di Salerno reserve the right to negotiate the terms of the respective submissions (Financial bid may however not be increased).

Malta Enterprise & Università degli Studi di Salerno also reserve the right to refuse any offer in respect of this EOI and even to cancel the whole EOI process.

Following award Malta Enterprise & Università degli Studi di Salerno reserve the right to request the following documentation:

- OSHA certificate
- Insurance Policy
- Statement from ARMS indicating that Electricity and Water bills have been settled in full
- Building Efficiency Certification
- Compliance certificate from CRPD

Nothing in this invitation is to be construed as creating a binding contract between Malta Enterprise & Università degli Studi di Salerno and the bidder until the two parties sign a final, binding contract.

The award criteria shall be based on the cheapest annual rate as per Financial Bid Form (including satisfaction of all terms, conditions and technical specifications mentioned in this document).