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**Malta-Valletta: Property prospecting notice to meet office
space requirements of the European Asylum Support Office
2018/S 063-138810**

1. EU Agency responsible

European Asylum Support Office, MTC Block A, Winemakers Wharf, Grand Harbour Valletta, MRS 1917, MALTA

2. Object of the search:

European Asylum Support Office (EASO) provides support to Cyprus in the framework of a Special Support Plan signed with the Government of Cyprus. In the framework of the Plan, the Agency deploys its staff, as well as experts and interpreters, to provide support on specific measures. To ensure the working space for the staff, experts and interpreters, EASO is looking to lease facilities/office space in line with the minimum requirements below, and ancillary cleaning services.

3. Description of the contract and the procedure to be applied

3.1 Minimum requirements

EASO is looking to lease office space located in the premises occupied by the Cypriot Asylum Service at 70 Archbishop Makarios III Avenue, Afemia House, 1077 Nicosia, Cyprus or in an adjacent building.

The premises should be accessible to EASO staff, experts and interpreters from 7:00 until 22:00 on all days of the week.

The Agency requires an estimated above-ground facilities/office space of minimum 250 to maximum 320 m².

The facilities/office space should be suitable to accommodate:

- 7 offices/interview rooms — to be used as interview rooms - to host 3-4 persons at a time,
- 1 office for interpreters — to be used as Meeting/waiting room for interpreters and also by interpreters to work separately, if needed (translations, calls with applicants, etc.) — to host 6-8 persons at a time,
- 1 operations office — to be used as an office for the EASO Coordinator and Operations Assistant(s) and have sufficient office space for file lockers for file management (files of scheduled cases, files waiting for opinions, etc.) — to host 3 persons at a time and provide sufficient office space for file lockers, in addition to the working stations,
- 1 kitchen with appropriate facilities (counter, cupboards, sink),
- 2 rest rooms/toilets — 1 for staff and 1 for applicants,
- 1 multipurpose room — to be used also as printer room, meeting room, waiting area for applicants during break or as necessary — to host minimum 15-16 persons at a time,
- 1 storage room.

The offices must have sufficient space to be equipped with workstations, where required (furniture and ICT equipment).

If permanent security guard(s) are not available/offered, EASO shall be permitted to have its own security guards and install the required security control systems. In addition, if a reception service is not available, EASO shall be permitted to have its own reception staff and to set up adequate facilities with the required furniture and equipment. To that end, the necessary space at ground/entrance level shall be made available by the Contractor, in addition to the required office space listed above.

The entire building shall be covered by an integrated fire detection system (smoke and heat detectors, fire panels). Dedicated evacuation exit on each floor is required.

Electrical supply and points, hot and cold water supply, heating/cooling/air conditioning, sewage connections shall be in place and connected to municipal/public services.

In the event that EASO needs to perform structural adaptations, the necessary supporting documents to acquire the required permits for construction works, and agreement of all building owners, when required, shall be made available by the Contractor.

EASO shall, in agreement with the Contractor, be allowed to make non-structural adaptations, at its own costs, in order to install items or make small improvements to the premises.

The Contractor shall be responsible for the buildings insurance, to cover basic damages such as fire, theft, water overflow and similar damages, throughout the duration of the lease.

The Contractor shall be responsible for resolving any problems that might come up in relation to all technical services, including power supply, water supply, sewage, waste disposal and ventilation, as well as for the immediate repair of related damages not attributable to EASO.

Cleaning services shall be provided as follows:

Tasks to be executed on a daily basis:

- Emptying of waste baskets, replacement of plastic liners, if needed, and removal of waste to the communal containers,
- Dusting and wet-wiping of all exposed surfaces,
- Cleaning and sweeping of floors and wall tiles,
- Cleaning, sweeping and disinfection of the rest rooms, including toilets, sinks/wash-basins, placing toilet paper, paper towels and other needed supplies,
- Cleaning, sweeping and disinfection of the kitchen, including sink and all surfaces, placing paper towels and other needed supplies.

Tasks to be executed once per month:

- Deep cleaning and disinfection of the toilets,
- Dusting and cleaning of heating/cooling units,
- Cleaning of all glass on internal doors and/or partitions.

Tasks to be executed once every three (3) months:

- Cleaning of all windows and glass on external doors, if any,
- Cleaning of curtains and blinds, if any.

3.2 Deadlines

The premises shall be available in April 2018.

3.3 Procedure

This prospecting procedure will be concluded with preselection of up to 3 applicants whose premises enable requirements to be met. EASO will invite the preselected applicant(s) to enter into negotiations in a subsequent phase distinct from this procedure. The detailed technical specifications will be sent to the preselected applicant(s). The invited applicant(s) will be informed of the required content of the

Proposals and the documents to be furnished. With the submission of the proposal, each preselected applicant shall guarantee:

- that his proposal shall remain valid until any contract is signed,
- that any document concerning the premises shall be provided within the deadlines stipulated by EASO.

This notice is not in any way binding on EASO as regards contract award procedures. EASO reserves the right, at any time prior to the signature of the contract, to renounce or cancel this procedure, without applicants being entitled to claim any compensation. Prior to, or during, the negotiation stage, EASO will not sign any exclusivity contracts or similar clauses in favour of an applicant.

3.4 Type of contract

The total maximum duration of the lease agreement will be ten (10) months, with the possibility to extend 3 times for an additional duration of 12 months/each for a total duration of 3 years 10 months.

The lease agreement shall cover the lease costs and the ancillary services. EASO shall be able to cancel the lease agreement and ancillary services with one month's prior notice.

4. **Requirements relating to requests to participate in the negotiated procedure**

4.1 Content

The information contained in the request to participate must be submitted using the following forms:

1) Identification and declaration form duly dated and signed (indicating the details of the applicant; details of the owner – if different; full address of the premises; confirmation that the minimum required services shall be provided). The form is available on: <https://www.easo.europa.eu/about-us/>

Procurement

2) Description of the surface areas; drawings (floors, facades, cross-sections) and plans showing a standard layout (in case of doubt 1/50 or 1/100 or 1/200 scale drawings may be requested);

4.2 Submission of requests to participate in the negotiated procedure

Requests to participate, in the negotiated procedure, accompanied with the information required under point 4.1, must be sent by e-mail to contracts@easo.europa.eu by 9.4.2018.

5. **Assessment of proposals in the second phase (negotiated procedure):**

Proposals received from the preselected applicant(s) that are not compliant and/or do not observe the area of research and/or the surface area sought as mentioned in point 3 of this notice, will be discarded. Applicants of premises excluded will be duly informed.

Eligible proposals will be analysed on the basis of quality and price criteria in accordance with the following weightings:

- price (40 %),
- quality (60 %).

The tender's quality (Q) will be determined on the basis of the following elements (100 points):

- Physical proximity to the building occupied by the Cypriot Asylum Service (ref. 3.1., first paragraph): 55 points (minimum required: 35),
- Distribution of space in the premises - distribution of office space, waiting area and possibility of expansion of the offices will be evaluated: 30 points (minimum required: 18),
- Security and safety measures in the premises (in addition to the minimum requirements indicated in point II.) – the presence of physical security (guards), instalment of fire extinguishers, emergency exits and evacuation plans, etc. in place will be evaluated: 15 points (minimum required: 7).

The classification of the offers will be based on a final score (F) in accordance with the following formula:

$$F = (60 \% \times Q) + (40 \% \times P)$$

6. **Contacts and additional information:**

Applicants will be informed of their preselection or the decision not to be invited for the negotiated procedure.

Any contact between applicants and EASO is prohibited, except where clarification would need to be given regarding the property prospecting notice. The request for clarification shall be made in writing to contracts@easo.europa.eu