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**Malta-Valletta: Property Prospecting Notice to meet an Additional Office
Space Requirements of the European Asylum Support Office in Malta
2020/S 152-369301**

1. **EU Agency responsible**

European Asylum Support Office(1) Winemakers Wharf, Grand Harbour, Valletta, MRS 1917, MALTA
(1) www.easo.europa.eu

2. **Background and objectives**

In order to meet its requirements in terms of office space for its operational activities in Malta, the European Asylum Support Office (EASO) is looking for an additional office premises in Malta, to ensure sufficient working space for its operational staff, experts, interpreters, etc., and to allow the Agency to carry the activities according to the EASO Operating Plan to Malta (<https://www.easo.europa.eu/sites/default/files/operating-plan-malta-2020.pdf>).

The lease contract is planned to commence on 1 October 2020.

3. **Scope of the service**

3.1 General objective

EASO is looking to lease easily accessible and representative office premises in Malta for office and meetings use.

The total duration of the lease agreement will be of 1 year, with the possibility to extend 3 times for twelve (12) months for a total contract duration of 48 months.

3.2 Description of requirements

EASO seeks to attain office premises offering the highest standards of working environment.

The building and its installations shall offer state of art technical installations. Both building and installations shall be duly licensed and certified and be in full compliance with all applicable Maltese regulations governing the exploitation of office buildings.

Below follows a summarized categorized breakdown of EASO's requirements and needs regarding office premises in Malta. Upon participation in this procurement procedure, more detailed technical specifications will be provided. Many of the requirements are derived from the Manual of Standard Building Specifications of the European Commission, and the Office for Infrastructure and Logistics, version 12 December 2011.

3.2.1 Geographical location and connectivity

3.2.1.1. Obligatory requirements

- the premises shall be located within a perimeter of maximum 6 Kilometers from Blata l-Bajda or EASO HQ (MTC Block A — Winemakers Wharf, Grand Harbour Valletta, MRS 1917),
- bus connections/stops shall be available within <250 meters of the premises,
- parking spaces (minimum 3) shall be available in the basement or ground floor of the premises,
- the street where the premises are located shall be accessible by car.

3.2.1.2. Optional requirements

- the offices, if spread on different floors, shall be preferably located on floors followed each other, accessible with a lift.

3.2.2 Internal spatial needs

3.2.2.1. Obligatory requirements

- a number of 6 interviewing offices from 12 to 16 m² each, to allow to be equipped, as a minimum, with a desk (160x80 cm), at least 3 chairs, a cabinet 40x60 cm, chest of drawers under the desk, and to accommodate

comfortably and safely maximum 5 persons at a time. At least two interview rooms shall be accessible for disabled persons,

— a number of 3 offices from 18 to 22 m² each, to allow to be equipped, as a minimum, with 3 desks (160x80 cm), at least 3 chairs, 2 cabinets 40x60 cm, chest of drawers under the desk, and to accommodate comfortably and safely maximum 3 persons at a time,

— an office from 11 to 14 m² each, to allow to be equipped, as a minimum, with a desk (160x80 cm), at least 1 chair, a cabinet 40x60 cm, chest of drawers under the desk, and to accommodate comfortably and safely maximum 1 person at a time.

— a number of 2 offices from 28 to 32 m² each, to allow to be equipped, as a minimum, with 4 desks (160x80 cm), at least 4 chairs, a cabinet 40x60 cm, chest of drawers under the desk, and to accommodate comfortably and safely maximum 4 persons at a time,

— A number of 5 offices from 38 to 42 m² each, to allow to be equipped, as a minimum, with 5 desks (160x80 cm), at least 5 chairs, 2 cabinets 40x60 cm, chest of drawers under the desk, and to accommodate comfortably and safely maximum 5 persons at a time,

— one meeting room with a capacity of circa 30 persons,

— reception/security area 26 to 30 m², to accommodate comfortably and safely minimum 4 persons at a time,

— waiting area from 35 to 42 m², to accommodate comfortably and safely minimum 20 persons at a time,

— kitchen annex lunch/launch area of circa 15-20 m², equipped with a kitchen top, sink with mixer tap, preferably a built-in dishwasher, sufficient electrical power sockets for electrical equipment such as fridges, microwave(s), coffee machine(s),

— one storage room for archives and supplies of circa 10 m²,

— server/switch room of circa 15 m² and a ceiling height of at least 2.6 meters,

— designated common area for circa two multi-functional printer-copier machines,

— all offices and meeting space shall have direct daylight access by means of an aperture in the façade,

— the entire premises shall have a floor to ceiling height of at least 2.6 meters,

— gender separated toilets shall be in the same building and on each floor for the exclusive use of EASO only,

— gender separated toilets shall be in the same building and on each floor for the exclusive use of applicants only,

— the premises shall be accessible for disabled persons and have restroom/toilet facilities accordingly,

— all toilets should have closeable lids and extract ventilation.

3.2.3 Accessibility

3.2.3.1. Obligatory requirements

— full access to the premises from 7.00 to 21.00 Monday-Sunday,

— within the said time window, full functioning of all mechanical and electrical installations,

— outside the defined full access hours, possibility to enter and use the premises with a maximum delay of 15 minutes.

3.2.4 Mechanical and electrical installations and fitting out requirements

3.2.4.1. Obligatory requirements

— heating/air-conditioning systems (individually controllable in all spaces),

— mechanical ventilation (supply and extract) should be available in all workspaces; capable of supplying air flows of at least 15 liter per second per person

— natural ventilation in place (without using mechanical systems – possibility to open windows)

— appropriate for the function, ceiling mounted light systems (preferably dimmable),

- thermal insulation of windows (inside and outside) e.g. sun screens, roller blinds, UVfilm,
 - sound proof partitioning between internal spaces. In general, the application of noise cancelling/absorbing materials on internal floors, ceilings and partitions is mandatory,
- All apertures in the façade, doors and window alike, are expected to adequately insulate the interior from outside noises, draft and viewing.
- all rooms and spaces shall have data outlets available (connected to the server/switch room with CAT6 data cable), on average two per workstation,
 - all rooms shall have sufficient power sockets available, minimum 4 per workstation.

3.2.5 Server room/switch room requirements

3.2.5.1. Obligatory requirements

- sufficient space for two 24U racks; room accessible with ramp/elevator (no stairs),
- all data outlets shall be terminated in that room,
- technical possibility to terminate Internet connections in this room,
- two separate (redundant) power lines (from two independent providers) shall be terminated in this room. Each line shall be capable to supply minimum 8000 kVA,
- two separate dedicated air-condition systems capable of supplying a minimum of 8000 BTU each; each supplied by a different power line,
- the room shall have a lock, fire detectors and no water sprinklers; instead a clean agent fire extinguisher or gas (e.g. argonite) fire suppression system.

3.2.5.2. Optional requirements

- preferably building UPS shall be available for the server room

3.2.6 Safety and security installations requirements

It is expected that the premises be fully compliant with Maltese regulation with regard to fire safety and fire prevention. A proven set of checks and balances shall be in place and shall remain compliant with all legal requirements throughout the duration of the lease.

3.2.6.1. Obligatory requirements

- the entire building shall be covered by an integrated fire detection system (smoke and heat detectors, monitored and controlled fire panels), all systems shall carry a valid certification,
- portable fire extinguishers shall be installed and maintained as required by law,
- evacuation plans, evacuation routes and doors shall be in place,
- at least one Automated External Defibrillator (AED) shall be mounted and maintained in the building.

3.2.6.2. Optional requirements

- preferably an access control system, respecting the highest level of data protection shall be in place,
- preferably a CCTV-system respecting the highest level of data protection, locations to be prior approved by EASO when inside the office premises,
- preferably a Master key lock system for technical, storage and archive rooms.

3.2.7 Facility services

The following services are expected to be delivered and performed within the framework of a service level agreement between the lessor and the lessee (EASO):

- utilities (water, electricity and cooking gas) paid to the landlord according to monthly consumption/invoice. Monthly invoice shall be accompanied with all the relevant utility invoices received.

4. Procedure

EASO will invite the preselected applicants to enter into negotiations in a subsequent phase, distinct from this procedure. The detailed tender specifications, including technical specifications, will be sent to the preselected

applicants. The invited applicants 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.

4.1 Requirements relating to requests to participate in the negotiated procedure

4.1.1 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 and declaration concerning the exclusion criteria shall be provided).

The form is available on: <https://www.easo.europa.eu/about-us/procurement>

2) Description of the surface areas offered; 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);

4.1.2 Submission of requests to participate in the negotiated procedure

Requests to participate in the negotiated procedure, accompanied with the information required under point

4.1.1, must be sent by e-mail to contracts@easo.europa.eu by 21 August 2020

4.2 Assessment of proposals in the second phase (negotiated procedure):

Proposals received from the preselected applicants that are not compliant with the minimum requirements and/or do not observe the surface area sought as mentioned in point 3 of this notice, will be discarded. Applicants of premises excluded will be duly informed.

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 contract@easo.europa.eu