

This notice in TED website: <https://ted.europa.eu/udl?uri=TED:NOTICE:342802-2022:TEXT:EN:HTML>

**Malta-Valletta: Property Prospecting Notice for an Office Space and  
Training Area for the European Union Agency for Asylum (EUAA) in Malta  
2022/S 121-342802**

**1. EU Agency responsible**

European Union Agency for Asylum (EUAA), Winemakers Wharf, Grand Harbour, MRS 1917 Valletta, MALTA  
Website: [www.euaa.europa.eu](http://www.euaa.europa.eu)  
Exclusive email: [contracts@euaa.europa.eu](mailto:contracts@euaa.europa.eu)

**2. Background and objectives**

In order to meet its requirements in terms of office space for its activities in Malta, the European Agency for Asylum (EUAA) is looking to lease additional office and training premises in Malta to ensure the appropriate execution of its mandate.

In accordance with the provisions of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, Point 11.1 (g) of Annex 1 (negotiated procedure without prior publication of a contract notice, for building contracts), this notice is intended to inform property market participants and any other interested parties about the EUAA's needs as indicated above and to gather information on real estate property likely to meet these needs.

**3. Scope**

**3.1 Description of requirements**

Obligatory requirements for the premises:

- Of high standards of working environment and in compliance with the relevant rules and regulations;
- Above ground property (minimum first floor or up) area with a surface between a range of approximately 2 200 to 2 700 m<sup>2</sup> which may be distributed across different floors;
- Located in a building or a cluster of interconnected buildings;
- All floors shall be serviced with a lift from ground level up;
- Exclusive use for EUAA of reserved parking spaces in the building or within 500 meters from the premises/ building (straight line distance, to be measured with Google Maps functionality 'Measure distance'). Solely as an indication and without any obligation to establish such number, EUAA envisages to lease at least 35 parking spaces; the final figures (lower or higher) will be at EUAA discretion and will be determined during evaluation/ negotiation of tenders received, before signature of a lease agreement,
- The premises shall accommodate:
  - office space: workstations (one person per workstation) in a mixed environment (individual and shared offices). Solely as an indication and without any obligation to establish such number, EUAA envisages to have 140 workstations operable; the final figures (lower or higher) will be at EUAA discretion and will be determined during evaluation/negotiation of tenders received, before signature of a lease agreement, and
  - training area: consisting of among others, meeting rooms, reception, break out spaces and waiting areas. Solely as an indication and without any obligation to establish such number, EUAA envisages to have concurrently 80-120 delegates making use of the training area; the final figures (lower or higher) will be at

EUAA's discretion and will be determined during evaluation/negotiation of tenders received, before signature of a lease agreement;

- To be leased for the initial period of seven years (two years 'di fermo' and five years 'di rispetto') renewable twice with each renewal of two years (thus maximum 11 years in total). An early termination clause will be required by EUAA;
- The indicative date when EUAA expects to move in the office space is December 2022. The training area may be ready for use at a later stage;
- In case the premises are located in a building shared with other tenants, it shall not have an impact on the EUAA's good reputation.

### 3.1.2 Geographical location and connectivity

#### Obligatory requirements

- The premises shall be located in the following Local Administrative Units (LAU):

— LAU 2 locations in the Southern Harbour (LAU 1):

- Valletta (1),
- Floriana (18),
- Marsa (34),

— LAU 2 locations in the Northern Harbour (LAU 1):

- Birkirkara (14),
- Gżira (21),
- Ħal Qormi (6),
- Ħamrun (27),
- Msida (41),
- Pembroke (46),
- San Ġwann (53),
- Santa Venera (58),
- St Julian's (52),
- Swieqi (60),
- Ta' Xbiex (61),
- Tal-Pietà (47),
- Tas – Sliema (59),

— LAU 2 locations in the area of Western (LAU 1):

- Ħal Balzan (13),
- Ħ'Attard (12),
- Ħal Lija (32),
- Iklin (28),

— LAU 2 locations in the area of Northern (LAU 1):

- Ħal Gharghur (24),
- Naxxar (44),
- Mosta (39).

As found at [https://nso.gov.mt/en/publicatons/Publications\\_by\\_Unit/](https://nso.gov.mt/en/publicatons/Publications_by_Unit/Documents/02_Regional_Statistics_(Gozo_Office)/Regional%20Statistics%20MALTA%202019%20Edition.pdf)

[Documents/02\\_Regional\\_Statistics\\_\(Gozo\\_Office\)/Regional%20Statistics%20MALTA%202019%20Edition.pdf](https://nso.gov.mt/en/publicatons/Publications_by_Unit/Documents/02_Regional_Statistics_(Gozo_Office)/Regional%20Statistics%20MALTA%202019%20Edition.pdf), pages 5-7.

Map of the eligible locations can also be found at the EUAA website <https://euaa.europa.eu/procurement>, section 'Property prospecting notice', reference EUAA/2022/012, as Annex 1 of this prospecting notice;

- Public transport connections/stops shall be available within 500 meters of the main entrance of the premises (straight line distance, to be measured with Google Maps functionality 'Measure distance');

- The main entrance of the premises shall be reachable by car.

#### 3.1.3 Internal spatial needs

Obligatory requirements:

- The premises shall have a floor to ceiling height of at least 2,60 meters;
- The premises shall be accessible for disabled persons and have restroom/toilet facilities accordingly;
- Gender separated restroom facilities for office space and training area respectively (indicative ratio: one WC unit per gender per approximately 25 persons),
- The premises shall be offered unfurnished, but in a finished state, ready for use as an office space and training area respectively.

Preferably, the premises should have direct daylight access.

#### 3.1.4 Accessibility

Obligatory requirements:

- full access to the premises from 7.00 to 21.00 Monday to Sunday including public holidays. Outside the mentioned full access hours access may be requested, including also on weekends;
- 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 notice of 15 minutes, in case EUAA does not occupy the whole building and have autonomous access to it;
- access control system with proximity card readers.

#### 3.1.5 Mechanical and electrical installations and fitting out requirements

Preferably:

- fittings as well as all mechanical and electrical installations should not be older than ten years (new or refurbished) and should offer state of the art technical installations;
- HVAC systems (heating and cooling including heat recovery units) adequately distributed and functioning throughout the building, in particular ventilation (filtered supply and extract) systems;
- both building and installations (electricity cabling, water and gas pipelines) should be duly licensed and certified and be in full compliance with all applicable national regulations governing the exploitation of office buildings;
- appropriate for the function, ceiling mounted light systems;
- thermal insulation of windows (inside and outside) e.g. specific panes, sunscreens, roller blinds, UV-film;
- all apertures in the façade, doors and window alike, are expected to adequately insulate the interior from outside noises, draft and viewing;
- soundproof partitioning between internal spaces. In general, the application of noise cancelling/absorbing materials on internal floors, ceilings and partitions.

#### 3.1.6 High level ICT requirements

Preferably, the premises should have:

- a dedicated room capable of accommodating two 42U rack. All data cabling should be able to terminate in that room. All external telecom connections should be able to terminate there as well. Air conditioning / cooling system in the room;
- structured data cabling (two ports per workstation in average). Possibility to mount Wifi AP and CCTV cameras on ceiling;
- all rooms should have sufficient power sockets available, a minimum of four per workstation.

#### 3.1.7 Safety and Security installations requirements

Obligatory requirements:

The premises shall be fully compliant with Maltese regulations 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.

#### 4. **Procedure**

The process that EUAA will follow for the signature of the lease agreement is divided in phases, as detailed below:

Phase I – Prospecting of the local market:

Based on this document EUAA expects to receive proposals for premises which will be assessed against the criteria set out in this document. The EUAA may contact the owners/their representatives of the proposed premises at any time for further information or for site visits. Proposals for premises received that are not compliant with the minimum requirements as stipulated in Point 3 of this notice will be discarded. All candidates submitting proposals for premises which comply with the minimum requirements of this market prospecting notice will be invited to the negotiated procedure (phase II). If several candidates propose the same property, EUAA will ask the owner to identify the exclusive or primary agent for further consideration in the procedure.

Phase II – Negotiated procedure:

The selected candidates will be invited to submit a tender (including also technical and financial offer) in accordance with the Regulation and negotiated procedure mentioned under the point 2 above. Selected candidates will simultaneously receive a full set of procurement documents, including inter alia invitation to tender, tender specifications giving full details about the administrative procedure, the subject of the procedure and related technical information, the award criteria, and the contractual terms and conditions.

Publication of this prospecting notice is not in any way binding on EUAA as regards contract award procedures. EUAA reserves the right, at any time prior to the signature of the lease agreement, to renounce or cancel this procedure, without applicants being entitled to claim any compensation. Prior to, or during the negotiation stage, EUAA will not sign any exclusivity contracts or similar clauses in favour of a candidate/tenderer.

##### 4.1 Submission of proposals of premises

###### 4.1.1 Content

The information contained in the proposals of premises must be submitted using the following form(s) and documents:

1. Annex 2 'Proposal of premises', containing information like identification of the candidate and proposed premises, duly dated and signed (indicating the details of the candidate; details of the owner if different (e.g. if proposal for premises is submitted by the owner's representative); full address of the premises; confirmation that the premises comply with the minimum requirements of this prospecting notice, general information on the rates of the premises, compliance checklist;
2. Description of the surface areas offered; sketch drawings (e.g. 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 by EUAA). The required forms are available on: <https://www.EUAA.europa.eu/about-us/procurement> under the section 'Property prospecting notice', reference EUAA/2022/012. Please check the indicated website and reference regularly as in case of any changes to this prospecting notice (for instance, extension of the mentioned deadline or change of required forms/documents) they will be published exclusively there. Proposals of premises that are

incomplete and/or do not include information/documents as required in this prospecting notice or by EUAA may not be considered by EUAA.

#### 4.1.2 Submission, deadline and contacts

Proposals of premises, accompanied with the information and documents required under point 4.1.1 must be sent by the owners or their duly authorised representatives exclusively by e-mail to the following email address: [contracts@EUAA.europa.eu](mailto:contracts@EUAA.europa.eu) by 18 July 2022 16:00 CET at the latest.

Please check the website and reference indicated under point 4.1.1 regularly as in case of any changes to this prospecting notice (for instance, extension of the mentioned deadline or change of required forms/documents) they will be published exclusively there.

In the subject of the email please mention 'EUAA/2022/012 – Property prospecting Malta' and the name of the company/individual submitting the proposal of premises.

Any contact between applicants and EUAA is prohibited, except where clarification would need to be given regarding the property prospecting notice. Any communication during the Phase I with EUAA shall be made in writing to [contracts@EUAA.europa.eu](mailto:contracts@EUAA.europa.eu) , the deadline for sending questions is at the latest five calendar days before the deadline for submission of proposals of premises.