



Ref No: RFQ 003-2025MAGF

Closing Date: Friday 2nd May 2025, at noon

REQUEST FOR QUOTATIONS FOR LEASING OF PREMISES FOR MAGF OFFICES

Majjistrat Action Group Foundation (MAGF)



European Agricultural Fund
for Rural Development:
Europe Investing in Rural Areas

MAJJISTRAL ACTION GROUP FOUNDATION

12, TRIQ IT-TULLIER,

ATTARD. ATD1631

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SECTION 1 – INSTRUCTIONS TO BIDDERS

1. Scope

The Majjistral Action Group Foundation (MAGF) is requesting quotations from interested bidders for the leasing of premises for offices.

2. Background Information

MAGF is a foundation composed of a group of local councils and private entities operating within the North-west territory in Malta. The Foundation is responsible to implement the LEADER Programme under the Rural Development Programme for Malta (2014-2020) and CAP SP 2023-2027 within its territory, amongst others.

The Foundation's overarching objective is to develop the rural localities in its territory so as to improve the quality of life and make this territory more economically prosperous.

The services being procured through this request for quotes fall under Measure 19.4 of the LEADER Programme 2014-2020 and CAP SP 2023-2027.

3. Eligibility Requirements and Specifications

MAGF requests lease of premises for its office for period starting 1st August 2025 until 31st December 2029.

Minimum specifications and eligibility criteria

The proposed premises must satisfy the below:

- Minimum size for whole office premises (internal) – 75m²;
- divided in minimum 3 different rooms/sections (an office room/s, a board room and a storage room/s for filing);
- minimum office room space - 17m² to accommodate 2 existing office desks and furniture;
- minimum Board room space - 13m², with shortest wall measuring minimum 3.6 metres to accommodate existing Boardroom furniture;
- minimum Storage room/s space - 13m², with shortest wall measuring minimum 3.5 metres to accommodate existing shelving racks;
- have sanitary facilities, fitted with adequate toilet facilities;
- have a kitchenette, equipped with adequate points;
- be plastered and painted (internal and external);

- have properly secured external doors and windows;
- have adequate flooring;
- be serviced with water and electricity meter;
- be fully equipped with adequate mechanical and electrical installations, including network points and IT connections;
- be compliant with PA Regulations and other applicable regulations.

Premises Location

Preferred locations for the premises offered are those centrally located within localities which form part of the Majjistral territory. The localities are those included in List 1 and List 2. The localities in List 1 are preferred than those under List 2, as they are more central within the territory:

List 1

- Խ'Attard
- Խal-Lija
- Il-Mosta
- In-Naxxar
- L-Iklin
- Խaž-Żebbuġ
- L-Imdina
- Ir-Rabat (Malta)
- Խal Għargħur
- L-Imtarfa
- San Ġwann

List 2

- Is-Sigġiewi
- Il-Mellieħa
- Is-Swieqi
- L-Imgarr
- Խad-Dingli
- San Pawl il-Baħar

Preferably premises should be easily and directly accessible by public transport, include an outdoor space, have office room at ground level and consist of multiple rooms (rather than an open space divided by partitions).

4. Conditions

The successful bidder will be required to enter into a contract of lease with MAGF for a period starting 1st August 2025 until 31st December 2029, with the possibility of renewal for a further period of three (3) years subject to agreement from both parties on the renegotiation of any terms and conditions.

The bidder must be the owner of the premises and/or has the right to lease such premises.

The bidder confirms that, to the best of his knowledge, the site and building proposed or any part thereof do not infringe or violate any third-party property rights.

The successful bidder shall have the right to access the site and the building by providing at least one week's notice to MAGF. Access shall be exercised during the times advised to him by MAGF.

Ordinary repairs to the leased premises shall be borne by MAGF, whilst extraordinary repairs shall be borne by the successful bidder. The successful bidder shall be responsible for maintenance of existing water, electricity and other utility services, any lifts and air-conditioning units.

MAGF reserves the right to install a name plaque on the external façade of the premises, in such location and format as agreed with the successful bidder.

MAGF shall have the right to access the roof of the premises for repairs and maintenance purposes.

MAGF accepts to pay a security deposit, if required, of up to three (3) months rent upon signing the agreement, which shall be refunded in full subject that no damages are made to the property.

5. Date of commencement and period of execution

The commencement date shall be the 1st August 2025.

The Contracting Authority reserves the right to, subject to agreement from both parties, extend the contract for another period of three (3) years subject to agreement from both parties on the renegotiation of any terms and conditions.

6. Procedure

This Request for Quotations is being issued in accordance with the MA Circular 01/14 and thus following the spirit of the Public Procurement Regulations.

7. Criteria for technical offer

The quality of each technical offer will be evaluated in accordance with the award criteria and the associated weighting as detailed hereunder. No other award criteria will be used. The award criteria will be examined in accordance with the requirements of the RFP document.

Technical Criteria	Maximum score
Premises are in a locality under List 1	10
Premises are in a locality under List 2	5
Premises are easily accessible by public transport	7
Premises have an outdoor space	8
Office room is at ground level	10
Premises consist of multiple rooms	10

9. Financial Details

The bidder is required to quote the following:

A monthly fee for leasing of the premises for MAGF offices as outlined in Section 1 Clause 3 of this document.

10. Payment

Payment by the Majjistrat Action Group Foundation will be made on a monthly basis.

The Successful bidder must submit an original signed invoice, bearing the amount quoted and accepted, in order to claim payment from the Contracting Authority.

11. Request for Clarifications

Bidders may submit request for clarifications concerning this Request for Quotations by sending an email to galmajjistr@gmail.com. Reply on any clarifications submitted will be sent by email by latest Wednesday 30th April 2025, at noon.

12. Submissions

Bidders are to fill properly Section 2 of this Document and submit it via email on galmajjistr@gmail.com, or by post or by hand at Majjistr Action Group Foundation, 12, Triq It-Tullier, H'Attard, ATD1631 by not later than **Friday 2nd May 2025, at noon**.

No handwritten corrections on the submissions are allowed.

Late offers and offers which are not properly filled in will be considered non-compliant.

13. Validity of Quotations

Price quoted shall remain valid for a period of sixty (60) days from the closing date for the submission of quotations.

14. Evaluation of quotations

Each quote will be assessed to check for administrative and technical compliance. Only those quotes that conform to the administrative and technical checks will be further evaluated. The valid quotes will be ranked based on the financial evaluation and the technical evaluation.

Financial Evaluation

The bid with the lowest financial offer receives 100 points. The others are awarded points by means of the following formula:

$$\text{Financial score} = \frac{\text{lowest financial offer}}{\text{financial offer of the bid}} \times 100$$

Technical Evaluation

The quality of each technical offer will be evaluated in accordance with the award criteria and the associated weighting as detailed in the Technical Compliance Evaluation grid as

found in Section 1 Clause 7 of this RFP document. No other award criteria will be used. The award criteria will be examined in accordance with the requirements of the RFP document.

The ranking together with all the supporting documentation will be presented to the Decision Committee of the Foundation. The Decision Committee will verify the evaluation of the quotes and shall select the bid with the highest points gathered from the Financial and Technical evaluations.

The winning bidder and all other bidders (which have not been selected) will be informed of the decision.

15. Cancellation of the Request for Quotations

The Contracting Authority reserves the right to cancel this Request for Quotations. In case of cancellation, all the bidders will be informed by email.

The decision of the Decision Committee is final and binding. The bidders have no right to appeal this decision.

16. Data Protection

The Majjistrat Action Group Foundation will ensure that candidates' personal data are processed in accordance with the Data Protection Act and that personal data is not processed for any purpose that is incompatible with that for which the information is collected. This applies in particular to the confidentiality and security of such data.

17. Gender Equality

In carrying out his/her obligations in pursuance of this contract, the bidder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

SECTION 2

To be filled in by the Bidder

FINANCIAL BID FORM

Description	Number of months	Fee per month excluding VAT €	Total Excluding VAT €
Provision of Premises for lease	53		

Bidder Details

Name and Surname of Bidder	
Company Name (If Any)	
VAT No.	
Contact Person	
Postal Address	
E-Mail Address	
Mobile Number	
Fixed Line Number	
Date	
Signature	

Eligibility Compliance Checklist

Description	Specification Required	Confirm Y / N or amount quoted
Size of internal office	Minimum 75m ²	Sq meters _____
Size of office room/s	Minimum 17m ²	Sq meters _____
Size of Board room	Minimum 13m ² - Shortest wall 3.6m	Sq meters _____ Shortest wall _____ m
Size of storage room/s	Minimum 13m ² - Shortest wall 3.5m	Sq meters _____ Shortest wall _____ m
Premises layout	Divided in minimum 3 different rooms/sections (an office room/s, a board room and a storage room/s for filing)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sanitary Facilities	Have sanitary facilities, fitted with adequate toilet facilities	<input type="checkbox"/> YES <input type="checkbox"/> NO
Kitchenette Facilities	Have an adequately equipped kitchenette	<input type="checkbox"/> YES <input type="checkbox"/> NO
Finishings	Are plastered and painted (internal and external)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Apertures	Have properly secured external doors and windows	<input type="checkbox"/> YES <input type="checkbox"/> NO
Flooring	Have adequate flooring	<input type="checkbox"/> YES <input type="checkbox"/> NO
Utilities	Are serviced with water and electricity meter	<input type="checkbox"/> YES <input type="checkbox"/> NO
Installations	Are fully equipped with adequate mechanical and electrical installations, including network points and IT connections;	<input type="checkbox"/> YES <input type="checkbox"/> NO
Compliancy	Are compliant with PA Regulations and other applicable regulations.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Right of lease	I am the owner of the premises and/or have the right to lease such premises	<input type="checkbox"/> YES <input type="checkbox"/> NO
Third party rights	To the best of my knowledge, the site and building proposed or any part thereof do not infringe or violate any third-party property rights	<input type="checkbox"/> YES <input type="checkbox"/> NO

Access	I shall have the right to access the site and the building by providing at least one week's notice to MAGF. Access shall be exercised during the times advised to me by MAGF	<input type="checkbox"/> YES <input type="checkbox"/> NO
Repairs	Ordinary repairs to the leased premises shall be borne by MAGF, whilst extraordinary repairs shall be borne by myself	<input type="checkbox"/> YES <input type="checkbox"/> NO
Maintenance	I shall be responsible for maintenance of existing water, electricity and other utility services, any lifts and air-conditioning units	<input type="checkbox"/> YES <input type="checkbox"/> NO
Plaque	MAGF reserves the right to install a name plaque on the external façade of the premises, in such location and format as agreed with myself	<input type="checkbox"/> YES <input type="checkbox"/> NO
Access for maintenance	MAGF shall have the right to access the roof of the premises for repairs and maintenance purposes	<input type="checkbox"/> YES <input type="checkbox"/> NO
Deposit	MAGF accepts to pay a security deposit, if required, of up to three (3) months rent upon signing the agreement, which shall be refunded in full subject that no damages are made to the property	<input type="checkbox"/> YES <input type="checkbox"/> NO
Payment	Payment by MAGF will be made on a monthly basis	<input type="checkbox"/> YES <input type="checkbox"/> NO
Invoicing	I shall submit an original signed invoice, bearing the amount quoted and accepted, in order to claim payment from MAGF	<input type="checkbox"/> YES <input type="checkbox"/> NO
Right of cancellation	MAGF reserves the right to cancel this Request for Quotations. In case of cancellation, I will be informed by email	<input type="checkbox"/> YES <input type="checkbox"/> NO
DC decision	The decision of the Decision Committee is final and binding and I have no right to appeal this decision	<input type="checkbox"/> YES <input type="checkbox"/> NO
Duration	1st August 2025 until 31st December 2029, with the possibility of renewal for a further period of three (3) years subject to agreement from both	<input type="checkbox"/> YES <input type="checkbox"/> NO

	parties on the renegotiation of any terms and conditions	
Validity of quote	Minimum 60 days from the closing date	<input type="checkbox"/> YES <input type="checkbox"/> NO
Technical Criteria		
Location	Location of premises	Location _____
Accessibility	There is a bus stop in the street where the premises are	<input type="checkbox"/> YES <input type="checkbox"/> NO
Outdoor space	The premises have an outdoor space	<input type="checkbox"/> YES <input type="checkbox"/> NO
Level	Office room is at ground level	<input type="checkbox"/> YES <input type="checkbox"/> NO
Structure	Premises consist of multiple rooms ; or	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Premises consist of an open space divided by partitions	<input type="checkbox"/> YES <input type="checkbox"/> NO

Bidder Name and Surname

Signature and ID NO: