

**Request for Quotations**

**RFQ / 01 / 2023**

**Architect Services**

For the design and reconstruction of the sports grounds and running track at San Andrea School I/o Mgarr

Issued by: San Andrea School

Issue Date: 27<sup>th</sup> January 2023

Response/Submission Date: 17<sup>th</sup> February 2023

Response/Submission Time: Time: **18:00 CET**

**Classification of Document Data: Public**

## 1 GENERAL INFORMATION

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### 1.1 Introduction

*Background information about San Andrea School, hereinafter referred to as 'the School'.*

San Andrea School is an independent, co-educational, mixed ability school educating over 1200 students aged 2 to 16 years from Pre-Nursery to Grade 12. Considered one of the best schools in Malta for international students, this school has been at the forefront of initiating future-oriented learning methodologies, promoting extracurricular programmes and ensuring the best quality teachers and staff.

The school emphasises on a balanced academic curriculum that also considers the students' well-being, individuality and self-confidence.

The School has identified the need to upgrade and renovate facilities at the sports ground, running track and its immediate surroundings and has consequently launched a project to this effect, hereinafter referred to as 'the Project'. The area previously covering the sports ground, running track and its immediate surroundings is that seen of the plan attached marked as Document A (Document A – is a plan of the School as appeared prior to the launch of the project). The area measures approximately 2,800 square metres, hereinafter referred to as 'the Site'.

The School wishes to have a new facility which includes a multipurpose sports ground, running track around same, and other sports facilities for the children of the school to use during their breaks and afterschool activities. The area is intended to be used also as a recreational area for the school children, and not only as a sports facility. The School seeks design and architectural services to assist with the design and development of the Project and the Site to allow the school children to recreate and do sports on the Site, having due regard to the needs of the recreational needs of the school children, the sports needs of the persons using the Site, the needs of the teachers/facilitators/coaches using the Site, the educational and academic needs and timelines, as well as the needs of the School generally.

The target date of the School for completion of the Project is the commencement of the scholastic year 2023/2024. The school appreciates and understands that the target is ambitious but seeks to adhere to same in the interests of the children attending the School.

Generally the School wishes to appoint a warranted architect, or firm of warranted architects, to provide the following services:

- review the schematics, drawings and any other information already in hand and prepare a critical appraisal, how it can be improved after having discussed with the School representatives, including but not limited to teachers and coaches, to establish the needs and requirements of the School in respect of the Site, and include cost estimates of the new or accepted proposals which will at this stage be considered as final proposals;
- advise on the need of any permits or notifications to the Planning Authority or any other competent authorities;
- prepare tender documents required for the completion of the project based on the approved final proposals;
- review tenders received and present a technical report with the recommendations to the School Board (or any of the School Board's sub-committee as so directed);
- manage and supervise the works including measurements and certification of works.

The Request for Quotations for the services above mentioned shall hereinafter be referred to as 'the Tender'.

## **2 SUBMISSION OF PROPOSAL**

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2.1.1 Response to this RFQ is to be submitted through email at [capitalprojects@sanandrea.edu.mt](mailto:capitalprojects@sanandrea.edu.mt). All submissions will be dealt with in strictest confidence.

2.1.2 Applicants are to quote the reference number of this request for quotation in all correspondence.

2.1.3 Applicants are to include a clear declaration in their submission identifying if they, or in the case of an entity its directors, partners, or employees have any children or nephews/nieces who attend the School, or are otherwise directly or indirectly involved in the School or its activities.

In default, and if it is found that an Applicant has any involvement as above described, the School reserves the right to disqualify the Applicant and his/her/its application.

The School may or may not consider any such connection or involvement as a benefit when making its evaluation of the applications.

#### 2.1.4 Proposals shall include:

- a. a CV of the warranted architect or Firm, including a note on its experience and particular experience with similar projects in Malta, and copies of all applicable and available warrants and licenses pertaining to the said architect/s,
- b. a description of the services it will provide,
- c. proposed milestones and timelines,
- d. a proposed methodology statement,
- e. ideas to enhance and improve the Project,
- f. the final engagement fee exclusive of VAT,
- g. a payment schedule,
- h. identify a contact person for the entire project and provide a contact e-mail, and
- i. any additional information as detailed in Sections 4.3 and 4.4 that will allow the School to evaluate the proposal according to the defined Evaluation Award Criteria.

## 2.2 Timetable

	<b>Date</b>	<b>Time (CET)</b>
Publication of RFQ	27 <sup>th</sup> January 2023	18:00
A site visit will be organized for any potential applicants who express an interest to attend such meeting via an e-mail to the capitalprojects@sanandrea.edu.mt, by not later than the 2 <sup>nd</sup> February 2023	6 <sup>th</sup> February 2023	TBA
Deadline for request for any clarifications. Any requests for clarifications will only be entertained if received on capitalprojects@sanandrea.edu.mt	9 <sup>th</sup> February 2023	18:00
Deadline for Submission of Proposals All the documentation shall be submitted to capitalprojects@sanandrea.edu.mt.	17 <sup>th</sup> February 2023	18:00

- 2.2.1 Any RFQ addenda/clarifications/updates by the School will be circulated by email from capitalprojects@sanandrea.edu.mt and on the San Andrea School website <https://www.sanandrea.edu.mt/>. All clarifications made by the School shall be rendered public.

- 2.2.2 Late submissions will not be accepted. Evaluation of the quotations received will take place after the closing date. The School will not assume any liability associated with the late submissions of RFQs. All submissions will be dealt with in strictest confidence. Any decision taken by the School in this regard shall be deemed final.

### **3 GENERAL CONDITIONS**

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- 3.1.1 The School shall award the Tender on the basis of the Evaluation Award Criteria hereunder and reserves to award the Tender to an applicant who is not the most economically advantageous quotation. The School reserves the right to accept an incomplete application.
- 3.1.2 The School may in its absolute discretion change, as deemed necessary in view of circumstances, the basis of, or the procedure of the RFQ process.
- 3.1.3 The School reserves the right to extend the closing date and to cancel the RFQ and evaluation process at any stage. The School shall inform all the prospective applicants without being liable for any costs and damages including, without limitation, damages for any loss of profits, in any way connected with the cancellation of the request for quotation.
- 3.1.4 The School reserves the right to reject a proposal which appears to be priced abnormally low in relation to the Services to be provided. The School reserves the right to request further clarification, documentary evidence, explanation or elaboration in writing on any aspect of the application or declarations made prior to the award so that it can best evaluate each submission.
- 3.1.5 The School reserves the right to reject or disqualify a proposal if:
- a. the Applicant fails to comply fully with the requirements of the RFQ and the information given at the time of proposal is incomplete, or additional requested information is not provided;
  - b. the Applicant is guilty of a serious misrepresentation in supplying any information required in this document and/or in relation to this or any past proposals;
  - c. the Applicant has, directly or indirectly, engaged in Corruptive, Fraudulent, Collusive or Obstructive practices in competing for the RFQ in question or other similar processes undertaken by third parties;
  - d. there is a change in identity, control, financial standing, or other factor impacting on the selection and/or evaluation process affecting the Applicant.

- 3.1.6 In addition, since the School has a zero tolerance towards the commission of fraud, a proposal shall also be rejected if the Applicant fails to commit itself through a signed anti-fraud declaration in the form contained in Annex I.
- 3.1.7 If the School becomes or is made aware, after the award of the assignment, that an Applicant failed to comply with any of the requesting criteria, the School is entitled to terminate the contract without prior notice. The School reserves the right to claim payment from the non-compliant Applicant of any damages, loss and expenses incurred as a result of the termination. The School reserves the right to award thereafter the Tender to any other Applicant it deems fit.
- 3.1.8 Without prejudice to the above, the School reserves the right to terminate the assignment without compensation for any services provided until then, if any, in the event that there is an unjustified delay in the timings provided in the services of more than six (6) working days or if the successful firm demonstrates a lack of ability to perform these tasks. The Applicant shall be entitled to written notice of default and shall be given two (2) working days to reply and justify its position. It shall be the School's discretion whether to accept any such justification or otherwise. The School reserves the right to award thereafter the Tender to any other Applicant it deems fit.
- 3.1.9 The School may, notwithstanding any provision to the contrary in this RFQ, publicise or otherwise disclose, to any third party, information regarding the contract, the identity of Applicants (including details of their respective members), the RFQ process, or the award of Services (including, without limitation, details of costs and fees) at any time.

## **3.2 GDPR and Freedom of Information Compliance**

- 3.2.1 The School is subject to the provisions of the Freedom of Information Act as well as other legislation governing access to information. Therefore, where Applicants consider any information that they provide in the course of this RFQ process to be commercially sensitive or confidential in nature, they should identify that information as "commercially sensitive" or "confidential" and specify the applicable reasons. The nature of the documentation may then be taken into account by the School in considering requests (if any) for access to such information under the Freedom of Information Act or other applicable law. Applicants should note that on conclusion of a contract for the services that are the subject-matter of this competition, a right of access to the contract and associated documents will be available to the extent required by the Freedom of Information Act 2014 or other applicable law.
- 3.2.2 The submission of any Personal Data (including any personal data contained in any curriculum vitae) ("Personal Data") shall be provided by the Applicant for the use by the School of that Personal Data for the purpose of evaluating the proposals and in performance of arising contractual obligations. Once it obtains any Personal Data, the School will act as data controller of such data and will retain it for (a) in respect of an

unsuccessful applicant, up to one year following completion of the appointment of the successful applicant and (b) in respect of a successful applicant, up to seven years following completion of the Services. An Applicant may exercise his/her rights in connection with the processing of his/her personal information by School by contacting the DPO by email at [dpo@sanandrea.edu.mt](mailto:dpo@sanandrea.edu.mt). For further information in relation to how the School processes personal data, including an individual's various rights under data protection law and details of how to contact the School, please refer to the School's Privacy Notice.

## **4 REQUIREMENTS AND RESPONSE FORMAT**

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### **4.1 Service provider**

The services are to be provided by a warranted architect who has a minimum of seven years architect-related working experience.

Previous experience in the provision of architect services to schools will be considered as a plus.

### **4.2 Services**

4.2.1 The School is seeking the services of an architect with experience in architectural and design of the School sports grounds to provide design, architectural and project management services for the design and reconstruction of School's sports grounds and running track. The required services include:

- review the schematics, drawings and any other information already in hand and prepare a critical appraisal, how it can be improved after having discussed with the School representatives, including but not limited to teachers and coaches, to establish the needs and wants of the School in respect of the Site, and include cost estimates of the new or accepted proposals which will at this stage be considered as final proposals;
- prepare tender documents required for the completion of the project based on the approved final proposals;
- review tenders received and present a technical report with the recommendations to the School Board (or any of the School Board's sub-committee as so directed);
- manage and supervise the works including measurements and certification of works.

#### 4.2.2 Engagement and Time Schedule

- a. Once the School notifies the Architect of the acceptance of the services, the architect is expected to give an Engagement Letter immediately before commencement indicating the details of the services being provided, fee and payment schedule. The provisions outlined herein are to form an integral part of the Engagement Letter.
- b. The appointment shall be for a period as may be necessary to complete the Project as outlined herein,
- c. The appointed architect or Firm will be expected to maintain a reliable line of communication with the School via the identified contact person.

#### 4.2.3 Award Criteria

The award criteria for this Call for Quotations will be based on the following:

<b>Weightings</b>	<b>Evaluation Award Criteria</b>
<b>20%</b>	Experience (no. of years of work experience and specific experience in similar projects) and Reputation
<b>35%</b>	Quality of Tender Submission (how much the proposal meets the School's objectives, how effective and innovative it can be, whilst being realistic and achievable)
<b>45%</b>	Overall cost of the engagement

#### 4.3 Response Format

- 4.3.1 Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, the architect must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the School in the Request for Quotations.
- 4.3.2 The response by the applicant shall clearly highlight any clauses where they cannot meet the requirements. It is therefore assumed that, if the architect does not highlight non-compliance, the architect is complying and is able to execute the requests being made in this specification with the highest standard. Submissions shall contain the information highlighted in clause 2.1.4 above.



- 4.3.3 Any additional material, brochures or promotional material may be submitted together with the information requested therein.
- 4.3.4 All information requested in this document must be provided. If any section is not deemed to be applicable, the interested party shall indicate it accordingly, without prejudice to the right of the School to disqualify any persons that do not provide the required information.
- 4.3.5 The proposal submitted is to be signed by the authorised signatory of the respective firm.

#### **4.4 Financial Bid Form**

- 4.4.1 The architect must provide a proposal in euro (exclusive of VAT and all other applicable taxes) to cover all the requirements of this assignment, including its hourly rate, and the average billable hours per assignment.
- 4.4.2 The proposal price must cover all the services as described in the RFQ document. The price should include any costs including travel costs, stationary, etc.
- 4.4.3 If the architect offers a discount, the discount must be absorbed in the rates listed.
- 4.4.4 The fees quoted are fixed for the period of engagement and shall not be subject to revision or escalation in costs.

**Annex I**  
**Anti-Fraud Declaration**

I, the undersigned, hereby confirm that in my official capacity as \_\_\_\_\_ [designation] of \_\_\_\_\_ [name of company] shall, upon award of this Request for Quotation in relation to the School's architectural services, \_\_\_\_\_ [name of company] will undertake all of the following:

- a. not to commit any form of fraud;
- b. to take appropriate measures to deter fraud;
- c. to introduce and maintain necessary procedures to prevent, detect and deal with suspected fraudulent activity;
- d. to report to the School all suspected fraud concerning any arrangement entered into with the School;
- e. if required, to assist the School in the investigation of suspected fraudulent activity and in the recovery of wrongfully obtained assets concerning an arrangement entered into with the School; and
- f. to ensure employees of the company report any suspicion of fraud.

\_\_\_\_\_  
Name:

Designation:

Name of Company:

Date:

*The School guarantees that any personal data processed within this form shall be in accordance with the requirements of local and EU legislation on data protection in force at the time of the data processing including the General Data Protection Regulation- (GDPR) (Regulation (EU) 2016/679. All the personal data collection in this form will be considered under the classification of 'confidential'. Persons have the right to access and port their personal data, rectify, erase and restrict their personal data and to object to processing in terms of the GDPR.*

--- End of Document ---

Document A

