



Expression of Interest (ARB/31/2020)

Valuation of Immovable Property

Published on 17/07/2020

Closing on 31/07/2020 at noon

1. Introduction

- 1.1. The Asset Recovery Bureau (hereinafter referred to as the ARB) is a public entity established under Subsidiary Legislation 9.23, known as the Asset Recovery Bureau Regulations.
- 1.2. The Asset Recovery Bureau (ARB) invites Qualified Individuals (hereinafter referred to as Service Providers) to express their interest in carrying out the valuation of immovable property.
- 1.3. This contract shall be valid for a period of twelve (12) months, subject to renewal for further renewals.

2. Duties

- 2.1. The Service Provider is expected to tender technical reports on the market value of immovable property.
- 2.2. The Service Provider may be required to present the immovable property valuation report in court.
- 2.3 The Service provider shall be assigned duties within a reasonable timeframe by the Director of the Bureau to carry out such service in the presence of authorised officers.
- 2.4. The Service provider shall be paid on a fixed rate in line with a Framework Agreement agreed by both parties under this E.O.I.
- 2.5. The Service provider must prepare a detailed report as indicated in point 2.1 in soft and hard copy. Report is to be submitted under oath (can be commissioned by the ARB) within five (5) working days from site visit.

3. Terms and Conditions

- 3.1. The Service provider shall make him/herself available upon request. Considerable delay in providing assistance as per above mentioned duties or not delivering within the given deadline, may lead to the termination of the contract.
- 3.2. The Service provider needs to be in possession of a valid VAT number.
- 3.3. Every invoice presented to the ARB should contain an Invoice date and the Service provider's general details; the amount in Euro (net of Vat), the VAT Component together with the total due. Invoice should also include a description of service carried out.
- 3.5. All invoices issued should be conformant with the VAT Act (Chapter 406 of the laws of Malta).

4. Eligibility Requirements

4.1. By the closing date and time of this Expression of Interest, Interested parties must;

4.1.1. Have a recognized warrant to perform the above-mentioned duties and in line with the Periti Act Chapter 390 of the Laws of Malta.

5. Submission

5.1. Interested parties are to submit their offer using the format identified in Annex I of this Expression of Interest and provide the following documentation;

5.1.1. Covering Letter accompanied by Annex I (set hereunder);

5.1.2. Curriculum Vitae

5.1.3. Copy of qualifications to perform valuation duties;

5.1.4. Copy of warrant;

5.1.5. Clean Police Conduct not older than 6 months from date of issue

5.2. The Expression of Interest including all documents should reach the Bureau, electronically on the following email address: finadmin.arb@gov.mt by not later than noon of 31/07/2020. Applications will be acknowledged by reply e-mail.

5.3. Late applications may not be considered.

6. Additional Information

6.1. A commitment will come about only when a contract with the successful Service Provider will be signed. Until a contract is signed, the ARB may decide not to award a contract or to cancel the procedure, without the interested parties being entitled to claim any compensation.

6.2. By submitting their offer, bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to be aware of all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the procedure.

6.3. Applicants shall bear all costs associated with the preparation and submission of their offer. The Asset Recovery Bureau shall not reimburse any fee associated with the preparation of the offer documents in the event that any or all offer/s is/are rejected.

6.4 Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluators during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of his/her offer and may result in administrative penalties.

6.5. When putting forward an offer, the bidder is declaring that s/he is not affected by any potential conflict of interest.

6.6. The ARB reserves the right to cancel the Expression of Interest and reject all offers that had been received and also reserves the right to initiate a new Expression of Interest.

6.7. The ARB reserves the right to refuse any of the offers, even the most advantageous one, as well as the right to accept any offer in part.

Annex I – Submission Table

<u>General Details</u>	
Name of Practitioner/ Firm	
Legal representative/s	
Address	
Email Address	
Contact No. (Mob)	
Website (if applicable)	
VAT Registration No.	
Warrant No.	
ID Card No.	

<u>Fixed Hourly Rate (in Euro excluding VAT)</u>		
Hourly rate in Euro including onsite inspection, report writing and court attendance	€	Applicable VAT % charged
		%

Date: _____.

Signature: _____.

Declaration:

I declare that by signing this form I have read, understood and agreed to abide to the Duties in Section 2 and Terms and Conditions in Section 3 of this Expression of Interest.