



Facilities Planner

L-Awtorita' Maltija għall-Kompetizzjoni u għall-Affarijiet tal-Konsumatur teħtieg is-servizz ta' Perit jew Organizzazzjoni ta' Konsulenza tal-Inġinerija jew individwu b'mandat tal-inġinerija jew arkitettura għall-assenjazzjoni ta' **Facilities Planner**'.

Is-servizzi ta' *Facilities Planner* jinkludu:-

- Pjan għall-utilizzazzjoni ta' spazju u faċilitajiet għall-MCCAA konsistenti ma' htiġietijiet ta' effiċjenza organizzattiva u l-faċilitajiet disponibbli;
- Stabbiliment, tmexxija u ħarsien ta' dati importanti fir-rigward tal-pjan li irid jiġi segwit;
- Jispezzjona bini u spażji t'uffiċċini biex jiġi evalwat kemm ikun tajjeb għal okkupazzjoni, b'konsiderazzjoni għal ċertu fatturi bħaċ-ċirkolazzjoni tal-arja, dawl, lokalizzazzjoni u daqs;
- Iffassal pjan b'disinn li juri l-pożizzjoni ta' għamara, tagħmir, bibien, faċilitajiet tal-elettriku, telefonija u tagħmir elettroniku u faċilitajiet oħrajn;
- Jista' jkun mitlub jippartecipa fl-laqgħat biex jiġu identifikati problemi, id-data tal-mira, kwistjonijiet, dewmien fl-esekuzzjoni ta' xogħol biex tkun żgurata t-tlestija tal-proġett fil-ħin;



Facilities Planner

The Malta Competition and Consumer Affairs Authority requires the service of Architect or Engineering Consultancy Organisation or individual with an engineering or architectural warrant for the assignment of **Facilities Planner**.

The services of Facilities Planner are to include:-

- Plan for utilisation of space and facilities for MCCAA consistent with requirements of organisational efficiency and available facilities;
- Set, follow and achieve the milestone dates with respect to program chart;
- Inspects buildings and office areas to evaluate suitability for occupancy, considering such factors as air circulation, lighting, location, and size;
- Draws design layout, showing location of furniture, equipment, doorways, electrical, electronic and telephone outlets, and other facilities;
- May be asked to participate in meetings to identify problems, target dates, issues, delays in execution of work to ensure timely project completion;

- Ikejjejl u jidderiġi ħaddiema involuti fil-kejl ta' faċilitajiet biex jiddeterminaw spaċi kwadri totali disponibbli għal okkupazzjoni (*square footage*);
- Jistgħu jeżaminaw kuntratti ta' proprjeta immobbli għall-konformita' ma' speċifikazzjonijiet tal-gvern u l-idoneita' għall-okkupazzjoni ta' MCCA;A;
- Jkun involut b'mod attiv biex tirrakkomanda rekwiżiti addizzjonali sabiex il-bini isir effiċjenti u effettivi;
- Jintalab jassisti fl-laqqgħat/proċessi ta' għotja ma' terzi partijiet;
- Jippjana disinn ta' traslokazzjoni mill-uffiċċji ta' qabel għall-uffiċċji godda li joħolqu tfixkil minimu;
- Jidderiġi ħaddiema involuti fit-tmixxija t'għamara u tagħmir u jipprepara faċilitajiet għall-okkupazzjoni.

Tarif jew talbiet għal kjarifiki għandhom jiġu milqugħa mit-Tnejn, 22 t'Awwissu, 2011 b'email lill-info@msa.org.mt. Kjarifiki se jiġu ppublikati fuq il-websajt www.msa.org.mt sal-Erbgħa 24 t'Awwissu 2011.

Proposti għandhom jiġu sottomessi f'envelop issiġillat u mmarkat b'mod ċar 'Servizzi ta' Facilities Planner' u indirizzati liċ-

Chairman
Awtorita' Maltija għall-Kompetizzjoni u għall-Affarijiet tal-Konsumatur,
Evans Building, it-2 Sular
Triq il-Merkanti, il-Belt - VLT 1179.

info@msa.org.mt
telefon: + 356 2395 2000

- Measures or directs workers engaged in measurement of facilities to determine total square footage available for occupancy;
- May review real estate contracts for compliance with government specifications and suitability for occupancy of MCCA;A;
- Be actively involved to recommend additional requirements so the building becomes efficient and effective;
- May be asked to assist in meetings / procurement processes with third parties;
- Design plan of translocation from previous offices to new offices to create minimal disruption;
- Direct workers engaged in moving furniture and equipment and preparing facilities for occupancy.

Relative enquiries or requests for clarifications are to be received by **Monday 22nd August 2011** on e-mail info.msa@msa.org.mt Clarifications will be posted on website www.msa.org.mt until **Wednesday 24th August 2011**.

Proposals are to be submitted in a sealed envelope and clearly marked "Services of Facilities Planner" and addressed to:

Chairman
Malta Competition and Consumer Affairs
Authority
Evans Building, 2nd Floor
Merchants Street
Valletta VLT1179

info.msa@msa.org.mt
+356 2395 2000

jew imwassla bl-idejn lill-Uffiċċju ta' Chairman fl-indirizz indikat hawn fuq.

Il-proposti għandhom jaslu sa mhux aktar tard minn nofsinhar (1200) tal-Ġimgħa 26 t'Awwissu 2011. Min hu interessat għandu jipprova kull informazzjoni relatata b'mod partikolari għandu jinkludi deskrizzjoni dettaljata tal-esperjenza riċenti ta' xogħol simili kif ukoll miżati proposti biex ikopri l-perjodu tax-xogħol, jiġifieri bejn Settembru u Diċembru 2011 (iż-żewġ xhur inkuzi).

or hand delivered to the Chairman's Office located as indicated above.

Proposals must be received by no later than 1200 Hours (12noon) on Friday 26th August 2011. Potential bidders are to provide all relative information: in particular, they shall include a detailed account of similar, recent, job experience/s as well as proposed fee to cover the duration of the job, i.e. September to December 2011 (both months included).