



Malta Life Sciences Park Request for Proposals – Insurance

Terms of Reference

The Malta Life Sciences Park (MLSP), incorporating the Malta Life Sciences Centre Limited (MLSC) and the Malta Digital Hub Limited (MDH), is inviting experienced and suitably qualified practitioners engaged in the provision of insurance services to submit proposals for insurance to address the operational aspect of this site.

Prospective service providers should be in a position to offer a wide range of insurance cover, to cater for the diverse requirements of a multi-tenant and a multi-activity facility, apart from possessing a vast knowledge and a proven track record in their area of competence.

MLSP comprises more than 8,000m² of rentable space spread over an area measuring 13,500m², within an avant-garde setting for the life-sciences sector within a cluster complex. Facilities include be-spoke laboratories, offices, seminar rooms, meeting rooms and shared facilities among others. The whole development is intended to encourage and stimulate innovation, as well as research and development in the life-sciences and the digital creativity technology areas.

MLSP offers premises for both start-up and established enterprises engaged in high value adding activities. It is envisaged that there will be around 450 employees over the next three years who will be engaged with around 50 enterprises present at the MLSP grounds. All tenants will have their own insurance cover.

Insurance proposals should provide suitable, sufficient and adequate cover to mitigate against all potential risks associated with the operations undertaken at the MLSP. These include, but are not limited to:

- Employer's Liability – covering MLSP employees, visitors, contractors and other third parties;
- Property – covering MLSP buildings and contents;
- Machinery Breakdown – covering plant and machinery;
- Industrial – covering special perils and consequential losses; and
- Other Perils - as may be identified.

Prospective service providers are to clearly indicate or propose any additional insurance requirements which in their view are deemed essential as part of this exercise, apart from the risk elements identified above.

The most favourable proposals shall be those representing the most comprehensive option at the most convenient cost, within the full scope of insurance coverage.

Part 1: About the Malta Life Sciences Park

The Malta Life Sciences Park (MLSP) consists of circa 8,000m² of rentable space spread over a land area measuring 13,500m², providing avant-garde facilities for the life-sciences sector including laboratories, offices, seminar rooms, meeting rooms and a number of equipped shared facilities. Through this development, the Government of Malta and Malta Enterprise intend to spur the creation of a life-science and bio-technology industry as the next growth sectors following the success Malta experienced in the pharmaceutical industry during the last decade.

Strategically positioned near the Island's main general hospital - Mater Dei, the new Oncology Centre and the University of Malta, MLSP is designed to promote and enhance closer collaboration between the life-sciences industries and international scientific and research personnel, encouraging the exchange of knowledge, ideas and experiences within the local context.

MLSP is designed to provide an attractive and pleasant work environment, offering bespoke space and assistance for research oriented enterprise to start up and develop, providing the ideal setting for making these life science businesses to flourish and stay competitive in a global market. Enterprises engaged in these sectors will be eligible to benefit from a host of fiscal and financial incentives as provided by the Government of Malta and administered by Malta Enterprise.

The MLSP facilities are located in two adjacent blocks which host activities related to biology and chemistry, known as LS1 and LS2. These buildings house the administrative centre, the laboratories, a seminar rooms and a number of meeting rooms, plus other amenities. A basement car park facility is found under the buildings. Another block accommodates the Malta Digital Hub and is designated as LS3. This building is designed to provide space for digital technology companies, promoting interaction and synergies with the life-sciences sector. An independent unit is found underground beneath LS3 with its own access and entrance at groundfloor level.

MLSP shall offer a 24/7 facility where tenants/users can access their units at any time. During the week days there will be a main reception at the MLSP administration as per normal office hours. Otherwise, there will be a security guard to monitor the facility the rest of the time. A closed circuit security camera system and fire detection/suppression system are installed within the buildings. The car park in the basement has a lock-up door which will be kept closed after office hours.

In general, access inside the MLSP facilities is restricted to MLSP staff, tenants and their employees/clients, external service providers and visiting guests.

Part 2: Scope – Operational Insurance at MLSP

The scope of this request for proposals is to address the need for insurance cover as part of the Landlord's risk mitigation process at the MLSP.

Proposals should include the risk elements indicated in these terms of reference as basic requirements. Service providers may include any additional cover indications, which in their expert opinion are deemed to be essential as part of this activity.

MLSP's management is committed to implement risk management practices as part of its duty of care towards the investors and other stakeholders by protecting the operation and all its assets. It remains cognisant of its obligations towards mitigating and managing such risks.

Nevertheless, the presence of a multitude of risks in varying degrees of uncertainty will always remain. By its very nature, risk cannot be eliminated in its entirety. Thus, the insurance cover shall provide an additional degree of assurance that the consequences of operational risk shall be further mitigated via the risk-transfer mechanism. Effectively, this shall mean the cover for full or partial financial compensation by means of insurance, for losses or damages caused by event(s) beyond MLSP's control.

The nature of the potential hazards and other perils at MLSP is very much diverse. From a risk perspective, operations will potentially bring about complex interactions that may present potential hazards, perils and threats.

Prospective service providers shall be in a position to offer a wide range of insurance related services to address such complex risks. They shall also have the required knowledge and proven track record to cater for the diverse insurance requirements of a multi-tenant and a multi-activity facility. The service providers shall offer their best-practice advice about the nature of the risks for which insurance is being sought and to quote on the basis of best practicable option at the most reasonable cost.

Proposals should clearly indicate the scope of the indemnity cover. This will determine the nature and extent of the insurance proposals.

Prospective insurers may want to survey MLSP's facilities in order to understand the business, the risk factors and exposures involved in its operations. An MLSP risk management framework, an operational health and safety manual, and other documentation will be made available upon request.

Part 3: Submission of Proposals

The following documents and information are to be submitted along with the Request for Proposals.

1. Name of enterprise indicating contact details: address, phone and e-mail, contact person, along with other information such as representations, branches (etc);
2. Brief description of the enterprise, including an organisational chart and the number of current employees, including details on any specialized staff resources;
3. Applicant status: Proprietary/Partnership/Registered Company;
4. Background information on the enterprise operations and year of establishment; and
5. Past performance and experience in the insurance business, including any references.

Part 4: General Terms and Conditions

In terms of this Request for Proposals, applicants may be required to provide any additional information apart from that submitted in the proposals, as may be deemed necessary.

Soliciting will automatically disqualify any proposal.

The evaluation process shall be based on 100% marking which shall be divided into two components:

- Qualitative (40%) with reference to the service provider’s resources, level of service and operational risk cover offered including any recommended additional insurance cover;
- Quantitative (60%) with reference to price consideration.

The most favourable proposal shall be that which represents the best available option at the most convenient cost, within the full scope of coverage of MLSP’s operations risks and liabilities.

MLSP will rank proposals in order of scoring. This may be followed by a period of further discussion with the preferred service provider.

The operational insurance cover will be for an initial period of one (1) year, renewable.

Time-line:

1. Submission	2 weeks	30 th October 2015
2. Evaluation	2 weeks	13 th November 2015
3. Recommendation/Award	3 days	18 th November 2015
4. Insurance Policy (to issue)	2 days	20 th November 2015

Part 5: Proposal Submission

All requests for proposals and information there-in submitted shall be treated in strict confidence.

Proposals should include:

1) One original plus one copy of the Request for Proposals (2 in total) in a sealed envelope to, addressed to:

Malta Life Sciences Park
c/o Malta Enterprise
Gwardamangia Hill
Pieta MEC 3000
Malta

2) The original Request for Proposals shall be clearly marked "Original" on the upper right hand corner of the cover page;

3) **ME/PC-RFP/INS-MLSP/10/15** shall be referenced on the outside of the sealed proposals. Submission in the form of electronic mail (e-mail) and/or facsimile shall not be accepted;

4) Sealed proposals must be received at Malta Enterprise and submitted in a designated box by 30th October, no later than 12:00 noon GMT. Late submissions shall not be accepted. The clock at the reception of Malta Enterprise shall serve as the official time.

5) Request for Proposals must be signed by an authorised representative of the enterprise, by means of a corporate/board resolution granting official representation. Copy of the resolution is to be attached.

6) Request for Proposals content as outlined but not limited to Part 3, Proposal Submission

7) A signed declaration as outlined in Part 6, Declaration by Service Suppliers

Part 6: Declaration by Interested Service Providers

Service providers are to complete and submit this section of the Request for Proposals.

Request for Proposals - Operational Insurance at the Malta Life Sciences Park Ref: **ME/PC-RFP/INS-MLSP/10/15**

Malta Life Sciences Park
c/o Malta Enterprise
Gwardamangia Hill
Pieta' MEC 3000

Email: info@lifesciencespark.com
tenders@maltaenterprise.com

The undersigned has carefully read and understands the terms, conditions and requirements in the Request for Proposals attached hereto and hereby submits the following interest to provide the service specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees to the following:

1. That _____ is the sole owner/legally authorised representative of the company and is not the subject of any litigation or Court proceedings;
2. That the Malta Life Sciences Park reserves the right to reject any proposal in whole or in part event if it is the most advantageous;
3. That the undersigned may be required to submit best and final offers based on discussion with MLSP;
4. That by submitting this proposal, the undersigned is declaring that if selected, the undersigned shall comply with all applicable rules and procedures as stipulated by Maltese law;
5. That by submitting this proposal the service provider is firmly committed to meet the objectives as outlined in Part 2, as well as any clarification by MLSP;

Request for Proposals to Provide Insurance Cover at the Malta Life Sciences Park

The undersigned hereby certifies that the Request for Proposal hereby attached has been carefully checked and is submitted as correct. A copy of the RFP is also attached with an authorised signature on each page.

Respectfully submitted,

Exact Legal Name of Service Provider (Company Name)

Authorisation signature

Date:

Part 7: Checklist of Documents and Information

Please use the following checklist to ensure that you enclose the necessary documents and information with the Request for Proposal. Please tick all the documents and information that you will be submitting with this Request for Proposal.

Obligatory Documentation and Information:

- One original and one copy of the Request for Proposals (2 in total)
- Brief description of the enterprise/company, including an organisational chart and number of current employees
- Name of the operator with complete Address, Phone, E-mail and Contact Person;
- Status of the operator: Partnership/Registered Company;
- Background, past experience and references
- Corporate/board resolution
- Signed declaration by interested Service Providers
- Signed checklist of obligatory documents and information

Total number of documents submitted _____

Signature

Date

Malta Life Sciences Park – Site Plan

