



NAF.T01.2025

Tender for the

Supply, Delivery, and Installation of Panelling and Fitted

Furniture for the Administration Offices at the Notarial

Registers Archive

Date Published	<i>25 July 2025</i>	<i>8am CEST</i>
Deadline for Submission	<i>25 August 2025</i>	<i>1pm CEST</i>
Tender Opening	<i>25 August 2025</i>	<i>1:30pm CEST</i>

SECTION 1 – INSTRUCTIONS FOR TENDERERS

1.1 General Instructions

1.1.1 In submitting a tender, the Tenderer accepts in full and in its entirety, the content of this Tender Document, including subsequent clarifications issued by the Notarial Archives Foundation, whatever his own corresponding conditions may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions, and specifications contained in this Tender Document.

No account can be taken of any reservation in the tender as regards the Tender Document; any disagreement, contradiction, alteration, or deviation shall lead to the tender offer not being considered any further.

Prospective Tenderers must submit their response to this tender as indicated in Section 1.10.

1.1.2 The subject of this tender is the supply, delivery, and installation of panelling and fitted furniture for the Administration Offices of the Notarial Registers Archive. This project is implemented by the Notarial Archives Foundation as the operator of the Notarial Registers Archive, within the National Archives of Malta and the Ministry for the National Heritage, the Arts, and Local Government.

1.1.3 The execution period shall be 30 weeks after the signing of the Letter of Acceptance, which is inclusive of the period required for the purchase of materials.

1.1.4 This is a lump-sum contract.

1.1.5 This call for tenders is being issued under an open procedure.

1.1.6 The Tenderer will bear all costs associated with the preparation and submission of the tender. The Notarial Archives Foundation will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure.

1.2 Time-table

	DATE	TIME
Deadline for request for additional information from the Notarial Archives Foundation	6 August 2025	1300hrs
On-site clarification meeting	7 August 2025	1000hrs
Deadline for submission of tenders	25 August 2025	1300hrs
Tender opening session	25 August 2025	1330hrs
All times Central European Summer Time (CEST)		

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1.3 Lots

- 1.3.1 This tender is not divided into lots, and tenders must be for the whole of quantities indicated.

1.4 Variant Solutions

- 1.4.1 No variant solutions will be accepted. Tenderers must submit a tender in accordance with the requirements of the Tender Document.

1.5 Financing

- 1.5.1 The beneficiary of the financing is the Notarial Archives Foundation, and all fiscal receipts shall be addressed to the same organisation.
- 1.5.2 The budget allocated for this procurement must not exceed a maximum cost of *one hundred and twenty thousand Euro* (€120,000), inclusive of all applicable taxes and VAT.

1.6 Clarification Meeting

- 1.6.1 An on-site clarification meeting will be held on 7th August 2025 at 10am CEST at the Notarial Registers Archive, 217, St Paul Street, Valletta, to answer any queries of the prospective Tenderers. It is strongly recommended that prospective bidders attend this meeting.

1.7 Selection Criteria

- 1.7.1 In order to be considered eligible for the award of the contract, Tenderers must provide evidence that they meet or exceed certain minimum criteria described hereunder.
- 1.7.2 Financial and economic standing: No evidence of financial and economic standing is required.
- 1.7.3 Proof of technical capacity: A portfolio with photos of previous similar project/s and two recommendations of previous clients should be provided with the tender package.

1.8 Explanations/Clarification Notes Concerning the Tender

- 1.8.1 Tenderers may submit questions in writing to the Notarial Archives Foundation by sending an email to tenders@nafmalta.org until 6th August 2025 at 1pm CEST. The Notarial Archives Foundation shall reply to all Tenderers' questions and amend the Tender Documents by publishing clarification notes, up to at least 3 calendar days before the deadline for submission of tenders.
- 1.8.2 Prospective Tenderers are required to register their respective contact details at tenders@nafmalta.org so that any clarifications/communications pertaining to this tender procedure will be communicated to them in due time as per Tender Document. The Notarial Archives Foundation shall not be held responsible for any misdemeanour if this condition is not adhered to.

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1.8.3 Questions and answers, and alterations to the Tender Document will be sent to all prospective bidders, who have registered their respective contact details as outlined in clause 1.8.2, by e-mail. Clarification notes will constitute an integral part of the Tender Documentation, and it is the responsibility of Tenderers to check their respective e-mail account in order to obtain the latest information published prior to submitting their Tender.

1.8.4 The Notarial Archives Foundation may, at its own discretion, as necessary, extend the deadline for submission of tenders to give Tenderers sufficient time to take clarification notes into account when preparing their tenders.

1.9 Currencies of Tender and Payments

1.9.1 The currency of the tender is the Euro (€). The bids must be expressed in Euro (€).

1.9.2 Payments will be made upon certification of works by the Notarial Archives Foundation, based on the invoice issued by the successful Tenderer, in accordance with the timeframes, terms, and conditions of the Letter of Acceptance.

1.10 Presentation & Submission of Tenders

1.10.1 The tender must comprise the following duly completed documents, inserted in a single, sealed envelope, marked as NAF.T01.2025.

- (i) Proof of technical capacity (refer to 1.7.3).
- (ii) Tender Form (refer to Section 3).
- (iii) Tenderer's technical offer in response to specifications outlined in Section 2. Include all relevant literature.
- (iv) A financial bid calculated on a basis of Delivery Duty Paid (DPP) for the works/supplies tendered (refer to Section 4).

1.10.2 The Tenderers' submission must be typed in or handwritten in indelible ink. Any pages on which entries or corrections to this submission have been made must be initialled by the person or persons signing the tender. All pages must be numbered consecutively by hand, machine or in any other way acceptable to the Notarial Archives Foundation.

1.10.3 All tenders must be received by not later than 25th August 2025 at 1pm CEST and delivered at:

Notarial Registers Archive

217, St Paul Street

Valletta VLT 1217

Malta

The tenders should be delivered by hand or by courier service. Tenders submitted by any other means (e.g. email) will not be considered.

1.10.4 No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

1.11 Alterations and Withdrawal of Tenders

- 1.11.1 Tenderers may alter or withdraw their tenders by written notification to the Notarial Archives Foundation prior to the closing of the deadline. No tender may be altered after the deadline for submission.
- 1.11.2 Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in accordance with Clause 1.10, and the envelope must also be marked with “alteration” or “withdrawal”.

1.12 Opening of Tenders

- 1.12.1 Tenders will be opened by the Notarial Archives Foundation during a public session on 25th August 2025 at 1:30pm CEST at the Notarial Registers Archives, 217, St Paul Street, Valletta. A ‘Summary of Tenders Received’ will be published on the Notarial Archives Foundation website <https://nafmalta.org/discover/opportunities/tenders/>.
- 1.12.2 During the opening of the tenders, the Tenderers’ names, the tender prices, and any other information the Notarial Archives Foundation may consider appropriate, will be made available.
- 1.12.3 Envelopes marked “withdrawal” will be read out first and returned to the Tenderer.
- 1.12.4 Reductions or alterations to tender prices made by Tenderers after submission will not be taken into consideration during the analysis and evaluation of tenders.

1.13 Secrecy of the Procedure

- 1.13.1 After the opening of the tenders, no information about the examination, clarification, evaluation, or comparison of tenders or decisions about the contract award may be disclosed before the notification of award.
- 1.13.2 Information concerning checking, explanation, opinions, and comparison of tenders and recommendations concerning the award of contract, may not be disclosed to Tenderers or any other person not officially involved in the process unless otherwise permitted or required by law.
- 1.13.3 Any attempt by a Tenderer to approach any member of the Evaluation Committee or the Notarial Archives Foundation directly during the evaluation period will be considered legitimate grounds for disqualifying his tender.

1.14 Tender Evaluation Process

- 1.14.1 The Evaluation Committee will check the administrative and technical compliance of each tender. Tenders which are administratively and technically compliant will be evaluated financially.

1.15 Criteria for Award

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- 1.15.1** The sole award criterion will be the price. The contract will be awarded to the cheapest priced tender satisfying the administrative and technical criteria.

1.16 Right of the Notarial Archives Foundation to Accept or Reject any Tender

- 1.16.1** The Notarial Archives Foundation reserves the right to accept or reject any tender and/or to cancel the whole tender procedure and reject all tenders. The Notarial Archives Foundation reserves the right to initiate a new invitation to tender.

- 1.16.2** The Notarial Archives Foundation reserves the right to conclude the contract with the successful Tenderer within the limits of the funds available. It can decide to ask for a discount from the cheapest compliant Tenderer.

- 1.16.3** Cancellation may occur where:

- a) the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
- b) the economic or technical parameters of the project have been fundamentally altered;
- c) exceptional circumstances or force majeure render normal performance of the project impossible;
- d) all technically compliant tenders exceed the financial resources available;
- e) there have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances will the Notarial Archives Foundation be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the Notarial Archives Foundation has been advised of the possibility of damages. The publication of a contract notice does not commit the Notarial Archives Foundation to implement the programme or project announced.

1.17 Appeals

- 1.17.1** The Notarial Archives Foundation shall publish a notification on its website <https://nafmalta.org/discover/opportunities/tenders/> indicating the awarded contract, the financial aspect of the award and the name of the successful Tenderer. The Notarial Archives Foundation shall, by electronic means, inform the Tenderers concerned of the publication of the award. The Notarial Archives Foundation will be precluded from concluding the contract during the period allowed for the submission of appeals.

The award process shall be completely suspended if an appeal is eventually submitted.

- 1.17.2** Any Tenderer who is aggrieved by the award indicated by the Notarial Archives Foundation may, within five working days from the publication of the notice, file a letter of objection, together with a deposit, with the Notarial Archives Foundation, clearly setting forth any reason for his complaint. A deposit of four hundred euro (€400) must be made.

- 1.17.3** After the expiry of the period allowed for the submission of a complaint, the Notarial Archives Foundation shall deliver the letter of complaint, the deposit receipt and all documents relating to the contract in question to a Review Board who shall examine the matter in a fair and equitable manner. In its deliberation the Review Board shall have the authority to obtain, in any manner it deems appropriate any other information not already provided by the Notarial Archives Foundation. The Review Board shall determine the complaint by upholding or rejecting it. The written decision of the Review Board shall be published on the Notarial Archives Foundation website
<https://nafmalta.org/discover/opportunities/tenders/>.

1.18 The Letter of Acceptance

- 1.18.1** After the lapse of the appeals period and pending that no objections have been received and/or upheld, the successful Tenderer may be invited to clarify certain contractual questions raised therein. Such clarification will be confined to issues that had no direct bearing on the choice of the successful tender. The outcome of any such clarifications will be set out in a Memorandum of Understanding, to be signed by both parties and incorporated into the letter of acceptance.
- 1.18.2** Within 7 calendar days of receiving the letter of acceptance (against acknowledgment of receipt) from the Notarial Archives Foundation, the successful Tenderer will sign a copy of the Letter of Acceptance and date the Letter of Acceptance and return it to the Notarial Archives Foundation.
- 1.18.3** If the selected Tenderer fails to sign and return the copy of the Letter of Acceptance and other required documentation within the prescribed 7 calendar days, the Notarial Archives Foundation may consider the acceptance of the tender to be cancelled.

The Tenderer whose tender has been evaluated as second cheapest/second most economically advantageous may be recommended for award, and so on and so forth.

- 1.18.3** Only the signed Letter of Acceptance will constitute an official commitment on the part of the Notarial Archives Foundation, and activities may not begin until the contract has been signed both by the Notarial Archives Foundation and the successful Tenderer.

1.19 Period of Delivery

- 1.19.1** The period of delivery indicated in Clause 1.1.3 of the Instructions to Tenderers commences from the letter of acceptance date or as instructed in the Letter of Acceptance.

1.20 Modifications

- 1.20.1** The percentage allowed for repetition of services and circumstances that may lead to such services' requirements is capped at 20% of contract amount. This will apply in case of extraordinary damages.

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- 1.20.2** The percentage allowed for additional works other than those referred to in the Bill of Quantities (BOQ) is capped at 20% of contract amount.

1.21 Performance Guarantee

A Performance Guarantee of 2% shall be held against payment to the Notarial Archives Foundation for any loss resulting from the Tenderer's failure to perform their contractual obligations fully and properly to the Foundation. The Foundation will not endorse the contract agreement until the performance guarantee is submitted by the successful Tenderer.

1.22 Penalties

For the late execution of works for which the Contractor shall be responsible, the Foundation shall charge a rate of Euro 100 per day of the delay, with the maximum aggregate amount of such compensation not exceeding 20% of the total contract value.

SECTION 2 – TECHNICAL SPECIFICATIONS

NOTE: Where in this Tender Document a standard is quoted, it is to be understood that the Notarial Archives Foundation will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Notarial Archives Foundation.

2.1 Contract Objective

2.1.1 This tender is for the supply, delivery, and installation of panelling and fitted furniture for the Administration Offices at the Notarial Registers Archive.

2.2 Delivery Period

2.2.1 The delivery Period shall be 30 weeks after the signing of the 'Letter of Acceptance'.

2.3 Specifications

A. TERMS AND DEFINITIONS

A.1. "Approval": Approval or directions given in writing. Unless otherwise specified in the written approval, approval is limited to the visual appearance of the work, materials or components involved and shall not relieve the Contractor from compliance with specification.

A.2. "As directed": As defined for "approval".

A.3. "As shown on drawings": This is an implied term deemed included with the specification, i.e. everything that needs to be drawn is shown on drawings and details as appropriate.

A.4. "As specified": This term means that the work to which it refers is described somewhere in the contract documentation (e.g. on drawings or in a BoQ), not necessarily in the specification.

A.5. "Fix only": The fixing of materials and components obtained from sources as directed. In addition to the actual fixing the term shall mean:

A.5.1. Obtaining all necessary information from suppliers.

A.5.2. Unloading and storing if necessary.

A.5.3. Protecting and insuring as if purchased by the Contractor.

A.5.4. Assembly and or dismantling and re-assembling if necessary.

A.5.5. Returning any chargeable packings and passing credit to the Employer.

A.6. "Provisional sum": A sum provided for the cost of anticipated work that cannot be properly drawn or described.

B. DESCRIPTION OF WORKS

B.1. Unless otherwise indicated, any description of work to be undertaken shall be deemed to

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include:

- B.1.1.** Materials and components as specified and all labour in fitting and fixing in position including cutting and wastage.
- B.1.2.** Use of plant, tools, and temporary works of every description.
- B.1.3.** All matters of general application as set forth in this section.

C. ACTS, REGULATIONS, ETC.

C.1. Comply with:

- C.1.1.** All regulations made by any authority having jurisdiction over or in connection with the Works.
- C.1.2.** Codes of practice published by EN, BSI, and the major trade organisations.
- C.1.3.** European Norms and other standards referred to in this specification.
- C.1.4.** Printed directions issued by the manufacturer of proprietary materials and components used (whether specified or not).

C.2. Excluding statutory documents, compliance is subject to this specification which takes precedence.

D. SPECIAL REQUIREMENTS

- D.1.** Defects liability period: 1 year
- D.2.** Anti-corrosion guarantee on all steel works: 10 years
- D.3.** Longer guarantee applies to part of works, where indicated so in trade relating specifications.

E. PRELIMINARY PROCEDURES

E.1. Setting out:

Accurately set out the Works in accordance with Section 6 of BS 5606 Code of Practice for accuracy in building. Ensure that all critical coordinate points are marked in a manner that cannot be removed or in a manner that makes any subsequent movement immediately apparent.

E.2. Before commencing work:

Liaise with all trades and interests concerned. Do not start or continue any part of the work until:

- E.2.1.** Environmental conditions are suitable for the type of work involved.
- E.2.2.** Supervisors are satisfied that operatives understand what is required.
- E.2.3.** Related preceding work is fully completed, and if necessary, tested and approved.

F. MATERIALS AND COMPONENTS GENERALLY

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F.1. Deliveries:

Liaise with the Client to schedule deliveries. Programme deliveries to minimise site handling and deterioration. Ensure that everything liable to damage during transport is delivered in manufacturers' wrapping and given such other protection as may be required.

F.2. Suppliers' records:

Maintain for inspection complete records of sources of supply of specified materials and components.

F.3. Standard of acceptance:

Check deliveries and immediately remove from site any materials or components that are not:

F.3.1. New (unless otherwise specified) and in new condition.

F.3.2. In compliance with specification and/or any approved samples. Check particularly that the correct proprietary and relevant standard's grade and type references are indicated in some positive manner.

F.3.3. Able to be used within stated shelf life.

F.4. Handling and storage:

F.4.1. Separately if incompatible.

F.4.2. In manner which allows that any particular delivery or consignment can be identified with its delivery ticket and test certificates etc., so that protection from any form of damage is affected.

F.4.3. With due consideration and all necessary precautions when the materials are flammable (e.g. volatile paints and solvents).

F.4.4. In manner to avoid overloading or otherwise causing damage to the Works.

F.4.5. Use lifting hooks, slings and forks etc., only at a place indicated by the manufacturer.

F.5. Order of Usage:

If liable to deterioration during storage, use in order of delivery store to facilitate this. Obtain in quantities that will be used within the recommended storage life.

F.6. Sources restrictions:

Unless otherwise specified, use a single source of supply for materials and components having characteristics that:

F.6.1. Differ according to source of supply or manufacture.

F.6.2. Could affect their appearance or performance.

F.6.3. Could affect the appearance or performance of the Works.

F.7. Selection:

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Unless specific requirements are indicated, self-finished and decorative materials and components shall be subject to selection and approval.

F.8. Unspecified items:

Ensure that any and all materials and components which are left to the choice of the Contractor are of good quality, fit for their intended purpose and in compliance with good building practice.

F.9. Purpose-made components:

All components shall be deemed to be purpose-made unless indicated to be proprietary or readily identifiable as standard articles. Ready-made components may be provided in place of components implied to be purpose-made if they conform to specification.

F.10. Asbestos:

Do not use asbestos-based materials except where specified. Ensure that materials containing asbestos display the Asbestos Research Council's safety symbol, the frequency of labelling being appropriate to the product.

F.11. Protective finishes:

Apply galvanising and other protective coatings after fabrication; make good any subsequent exposure of the protected material to the standard of the coating.

G. PROPRIETARY MATERIALS, COMPONENTS AND SYSTEMS

G.1. Generally:

Strictly observe all manufacturers' written instructions, particularly in respect of handling, preparing, fixing and protecting.

G.2. Conflicting instructions:

Should a manufacturer's instructions and this specification be at variance, seek instructions from the Architect(s) in charge.

G.3. Documents:

Ensure that the manufacturers' instructions and other information are at the site whilst the related work is being executed. Retain these documents and upon completion of the Works hand them to the Architect(s) in charge in suitable folder(s) together with a contents list.

G.4. Contractor's options:

Specification of proprietary materials and components is not necessarily binding. The Contractor is invited to suggest alternatives of equal quality, performance, and appearance.

H. MATERIALS AND COMPONENTS SUPPLIED BY EMPLOYER

From the time that the Contractor takes control thereof, insure, transport, handle, store, fix, and protect as though any such items were supplied by the Contractor for use in the Works and, if necessary, ascertain values for insurance from the Employer.

I. TEMPORARY WORKS AND EQUIPMENT

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- I.1.** The choice, design, and use of temporary works and equipment are the Contractor's responsibility entirely, but the following general recommendations should be observed, particularly when they affect the appearance and performance of the Works.
- I.2.** Temporary works and equipment shall be for their intended purpose and in serviceable condition. They shall also be:
 - I.2.1.** Safe.
 - I.2.2.** Not detrimental to the Works
 - I.2.3.** Not over-loading or stressing the works in any way.
- I.3.** Ensure adequate supply of stand-by equipment and material so that there will be no let or hindrance to the progress of the Works.
- I.4.** Should account for any protection necessary of other works, existing archaeology, and existing building fabric.

J. SUPERVISION AND WORKMANSHIP

- J.1.** Generally:

Undertake all work with skill and care in order to produce work for its intended purpose and of good quality.
- J.2.** Supervision:

Provide competent supervision by experienced personnel familiar with Codes of Practice and other requirements of this specification for all stages of the work.
- J.3.** Craftsmanship:

Undertake work by or under the direct supervision of operatives with suitable training, experience and competence. Craftsmen shall undertake work requiring special skill. Do not permit apprentices to work unsupervised.
- J.4.** Standard of workmanship:

Unless otherwise specified the standard of workmanship described in the relevant CP will be acceptable.

K. WORK OUTSIDE SITE

Ascertain the location and conditions of any work beyond the site boundary and allow for safety and insurance etc.

L. TOLERANCES

- L.1.** Work within dimensional limits that are suited to the structural stability and final appearance of the Works.
- L.2.** When tolerances are not specified, comply with the recommendations of BS 5606 Accuracy in building.

M. FIXINGS

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Subject to specified requirements, fix everything that is intended to be fixed in such a manner that it stays fixed. Observe the following qualifications to this requirement:

- M.1.** Select fixings proof against corrosion likely to occur in their position in use.
- M.2.** Use fixings suited to the likely stresses and vibration in use.
- M.3.** Visible fixings to match or suit the items being fixed.
- M.4.** Items to be removed
 - M.4.1.** Fix with accessible and removable fixings such as screws or bolts.
 - M.4.2.** Shot-fixing.
 - M.4.3.** Do not use without approval which, if given, will require compliance with BS-40781:1987 and BS 4078-2:1989 in respect of the tools and their operation.
 - M.4.4.** Masonry nails.

N. CARE OF THE WORKS

- N.1.** Keep the Works and the equipment used for its construction clean. Accumulate debris in suitable pre-determined areas and promptly remove from site. Remove any graffiti as soon as applied, including that applied to hoardings and temporary works.
- N.2.** Do not overload or stress the Work in any way (e.g. plant, storage).
- N.3.** Protect the Works, during construction and as portions reach completion, against any form of damage or deterioration. Such protection shall include coverings, guard rails, or other appropriate methods.
- N.4.** Obtain local weather forecasts and take precautions against adverse weather conditions.
- N.5.** In addition to the requirements of the relevant Acts and Regulations, take special precautions to avoid the outbreak of fire in new and existing buildings. Discuss proposals with the Employer to ensure that the fire hazards are known. Cease any work involving naked flames or sparks at least 45 minutes before work stops for the day. Do not permit any accumulation of inflammable debris. Do not take flammable liquids and gases onto the Works other than that needed for one day's work.

O. SAMPLES

- O.1.** Provide small samples as and when required together with supporting literature and details of availability and other relevant matters.
- O.2.** Samples of finished work (mock-up) are specified in detail and shall be deemed to include:
 - O.2.1.** Making the samples with materials identical to those to be used in the Works.
 - O.2.2.** Making the samples under the same conditions as those likely to exist during the construction of the Works.
 - O.2.3.** Provide temporary bases (where necessary).
 - O.2.4.** Maintaining and protecting approved samples.

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- O.2.5.** Removing the sample when no longer required by the Architect(s) in charge.

P. TESTING

- P.1.** Regardless of any specified tests, undertake regular checks and tests to ensure that the work is functional and as specified.
- P.2.** Ensure that mechanical components are functioning before and after installing.

Q. CONSTRUCTION PROBLEMS

If any specified materials, components or drawn details appear to be unfit for purpose or difficult to apply as intended, or if considered to be likely to be detrimental to the Works at any time, the Contractor is requested to discuss such problems with the Architect(s) in charge as soon as they arise.

R. RECORDS

- R.1.** Keep a properly documented and dated job diary available for inspection when so requested.
- R.2.** Record all events relevant to the construction of the Works which may include (but is not limited to) those mentioned below:
 - R.2.1.** All drawings or other documents issued or requested.
 - R.2.2.** All instructions issued to the Contractor and the action taken; this shall include verbal instructions and the date of written confirmation.
 - R.2.3.** Adequate details of daywork.
 - R.2.4.** Weather conditions including temperatures, rain, wind and other conditions which are abnormal.
 - R.2.5.** Records of tests if not recorded elsewhere, if applicable.
 - R.2.6.** Any poor workmanship observed or reported; and condemned work stating the reasons.
 - R.2.7.** Delays and their causes.
 - R.2.8.** Details of labour and plant.
 - R.2.9.** Details of work originally classified as provisional.
 - R.2.10.** Details in support of any claims for extra payment.
 - R.2.11.** Measurement and cost information to support valuations and the final account.
 - R.2.12.** Commencing and completion dates of significant stages of the work, with particular reference to work which requires time to cure or dry out.
 - R.2.13.** Adequate photographs.

S. DRAWINGS

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- S.1.** Check all drawings issued after the commencement of the Works to ensure that they do not conflict in any respect with those previously supplied, or with actual dimensions measured on site. Notify the Architect(s) in charge of any discrepancies.
- S.2.** For parts of the Works for which only general design and layout drawings are provided, prepare any detail shop or installation drawing which is necessary and indicate any departures from the design drawings. Submit drawings for approval at least 21 days before the relevant work is due to commence.
- S.3.** Record full details of setting-out positions and benchmarks etc., grid lines and all other critical dimensions of the Works. Submit to the Architect(s) in charge at handover.

T. INSPECTIONS AND COVERING UP

- T.1.** Give notices in respect of any work that must be inspected prior to covering or closing off.
- T.2.** Do not cover up any work or electrical services/ connection points that require inspection or approval by the Architect(s) in charge or any other duly authorized inspector, unless instructed to.

U. MAKING GOOD AND REPAIRS

- U.1.** Make good all defective work.
- U.2.** Attend upon all trades and make good after any cutting away and the like.
- U.3.** Reinstate any damage to existing buildings, objects or landscaping due to Contractor's activities.

❖ TECHNICAL SPECIFICATIONS FOR PAINTED TIMBER PANELLING & ASSOCIATED FITTED FURNITURE

A. ALLIED DOCUMENTS

The following allied documents, in the order indicated below, shall be read in conjunction with these specifications:

- A.1. General Requirements.**
- A.2. The Drawings: Reference should be made to the drawings that include the relevant data for this package.**

B. SCOPE OF WORKS

A.1. The works shall consist of:

Supply, delivery to the site, and installation of PANELLING AND FITTED FURNITURE as per attached Bills of Quantities.

Supply of all fixing details including sealants where specified.

The Contractor shall furnish all labour, materials, tools, and equipment required to complete the work. The price quoted by Tenderers in their Tender shall include for all those materials, components, assemblies, fixtures, equipment, plant, or tests that are required to achieve the

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design intent illustrated in the attached drawings (Section 5), as well as the performance specifications included in this document, and the safety requirements referred to above.

The detail drawings attached to this tender are prepared by the Architect(s) in charge are intended to show expected quality and standard of the works. In particular, these drawings represent the design intent in the respect to the required performance, as well as the final and expected appearance of the fully assembled detail.

- B.1.1.** The Contractor will be expected to develop the design intent, shown on the Architect(s) in charge's drawings, and it is up to the Contractor if shop drawings for the whole of the works will be required.
- B.1.2.** The Contractor might be required to make modifications that are necessary, in the opinion of the Architect(s) in charge, to achieve the illustrated design intent and the published specifications. These modifications shall not carry any additional cost.
- B.1.3.** Prior to ordering of any materials and prior any procurement, manufacture, or installation works take place, the Contractor will submit all methods of workmanship and samples required to the Architect(s) in charge for review. No works shall commence prior the final approval of submitted details by the Architect(s) in charge.
- B.1.4.** The Contractor shall be responsible for taking detailed measurements on site, to ensure that the final appearance and positioning of the panelling and fitted furniture can be achieved on site and to ensure himself/herself of any difficulties that may arise during the course of works. The locations of a/c units, data, fire, electrical and all other infrastructure must be clearly marked out and taken into consideration.
- B.1.5.** Prior to ordering of any materials and prior any procurement, manufacture or installation works take place, the Contractor shall also submit samples with colour samples as required for the final approval by the Architect(s) in charge. Prior to completion of works, the Contractor is to submit quality control data certifying that materials furnished for the projects are the same as those tested in performance data.
- B.1.6.** All submitted documentation shall be in English language. If no original manufacturer's documentation is available in English language, the Contractor is to provide the translation of the document and to submit it together with the original.

B.2. COMPLIANCE WITH STANDARD SPECIFICATIONS

- B.2.1.** The whole of the Works shall conform to the latest appropriate standards. Where applicable, Malta Standards Authority Standards, (MSA-EN Standards), European Standards, (Harmonised EN- Standards, or European Technical Approvals), International Standards (ISO- Standards) and, where not available, the British Standards, in this order of priority, shall be used to determine satisfactory performance. Alternative equivalent standard specifications other than those specified may be accepted only with the approval of the Architect(s) in charge.
- B.2.2.** Where the Contractor wishes to use alternative standards to those specified, he shall submit copies, translated into English if necessary, and shall identify clearly on a separate schedule all differences between the specified standards and alternative proposed standards.

B.3. MATERIALS & WORKMANSHIP - GENERAL REQUIREMENTS

The Contractor shall submit samples of the proposed materials, properly marked on the reverse side, together with all the necessary manufacturer's specifications and instructions. The selected Contractor shall submit full size samples of the elements to be supplied, and, where

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appropriate, he shall demonstrate the fixing system proposed in sample areas. Such sample areas shall be formally presented for the approval of the Architect(s) in charge, and once approved, shall be used as quality prototypes against which the quality of the work laid shall be checked. In the case of non-approval, the Contractor shall be required to re-submit samples and/or prototype assemblies, until both are to the satisfaction of the Architect(s) in charge.

- B.3.1.** The Contractor can propose equivalent materials, at no additional costs, provided that such proposals can be demonstrated to have an equivalent technical and performance specification, and particularly in relation of appearance and durability.
- B.3.2.** All Works shall be accurately set out in accordance with Section 6 of BS 5606: 1990 Code of Practice for Accuracy in Buildings. Diagonal measurements shall be used to check for squareness, normally after plastering, and approval sought from the Architect(s) in charge, prior to the continuation of the work.
- B.3.3.** All natural or manufactured elements delivered on site shall be checked to ensure that they are: undamaged and of the specified dimensions and geometry;
- B.3.4.** All natural and manufactured elements delivered on site shall be handled by hand, crane, or other suitable mechanical aids, in such a way as not to cause any damage and shall be stored in a manner that provides adequate protection from humidity, mechanical damage, distortion, contamination or deterioration. Whenever possible, materials should be handled on the suppliers' pallets, cases, or other packing. Lifting hooks, slings and forks shall be used only where practicably possible and in the manner intended by the manufacturer or the supplier. Vulnerable edges shall be protected by spreaders placed under the load. Materials intended for use as whole elements shall not be tipped or dumped upon delivery to site.
- B.3.5.** Contractor shall check that all preparatory work (plastering and painting) to soffits, bulkheads, walls, and jambs of windows is carried out in full and any discrepancies to be pointed out to the Architect(s) in charge.

B.4. COMPLIANCE WITH STANDARD SPECIFICATIONS: TIMBER

B.4.1. Comply with following standards:

- EN 335:2013, Durability of wood and wood-based products. Use classes: definitions, application to solid wood and wood-based product;
- EN 351-1:2007, Durability of wood and wood-based products. Preservative-treated solid wood Classification of preservative penetration and retention;
- EN 351-2:2007, Durability of wood and wood-based products. Preservative-treated solid wood. Guidance on sampling for the analysis of preservative-treated wood;
- EN 350:2016, Durability of wood and wood-based products. Testing and classification of the durability to biological agents of wood and wood-based materials;
- EN 942:2007 Timber in joinery. General requirements EN 636:2012+A1:2015 Plywood. Specifications;
- EN 635-1:1995. Plywood. Classification by surface appearance General EN 635-2:1995. Plywood. Classification by surface appearance Hardwood EN 315:2000. Plywood. Tolerances for dimensions;
- EN 314-2:1993, Plywood. Bonding quality Requirements;
- EN 622-5:2009. Fibreboards. Specifications Requirements for dry process boards (MDF).

B.4.2. Preservative treatment for timber elements shall be in accordance with BS 8417:2011+A1:2014, and in accordance with the guidelines of the appropriate UK

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Manual: Industrial wood preservation. Specification and practice, 2012.

- B.4.3.** Adhesives shall satisfy EN ISO 9665:2000 (cold setting casein glue), or BS 1204:1993 (cold-setting synthetic resin adhesive), Type MR for internal work, and EN 636- 3 Type for external work and areas of high humidity.
- B.4.4.** Finishing for external timber elements shall be suitable for a severe degree of exposure, as defined in BS 6150:2006+A1:2014.
- B.4.5.** Timber shall be free from large loose or dead knots, shakes, checks, splits, excess wane sapwood, decay, insect attack, or other defects. It shall be graded in accordance with EN 942:2007 Class J2.

B.5. Timber Elements

The work consists in the supply, finishing, and installation of wall panelling to three in number offices.

Wall cladding is to be manufactured from 25mm and 16mm moisture resistant MDF. Wherever the cladding will be touching the floor, it will be finished with a 30mm solid Mahogany plinth. Wherever the cladding is required to be wall-hung, it will be against solid timber mitred planks.

Cornice, replicate architrave, louvered ventilation grills, and decorative beading is to be manufactured from solid Mahogany.

All material is to be supplied hand-painted with a minimum of 4 coats water-based paint with the finishing coat to be applied on site.

Furniture fittings such as hinges and drawer runners to be supplied by a reputable supplier and all with a soft closing mechanism.

Wherever rockwool insulation is required it will be fixed to the wall using appropriate nylon fixings. Timber shall be solid Mahogany, having properties as described in following sections, or similar approved hardwood. Representative samples of the timber shall be submitted for approval for quality and colour prior to commencement.

All Mahogany wood used shall be of the type of 'Dry Mahogany wood' and shall be in line with VOC standards. It shall also be sealed by being sprayed from all sides.

B.5.1. WOOD DESCRIPTION

Texture: Medium
Grain: Straight
Interlocked grain: Absent

B.5.2. PHYSICAL PROPERTIES.

Density *:0.74 g/cm³
Coefficient of Volumetric shrinkage: 0.44%
Total tangential shrinkage: 9.7%
Total radial shrinkage: 4.5%
Monnin hardness*: 4.2 N/mm
Fibre saturation point: 31%
Stability: Moderately stable to Poorly stable

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(* : at 12 % moisture content ; 1 MPa = 1 N/mm²)

B.5.3. MECHANICAL PROPERTIES (EN 14081-1)

Crushing strength *: 58 MPa

Static bending strength

*:105MPa

Modulus of elasticity *: 13,300 MPa

(* : at 12 % moisture content ; 1 MPa = 1 N/mm²)

B.5.4. NATURAL DURABILITY AND TREATABILITY (EN 350)

Fungi: Class 2 -durable

Dry wood borers: durable sapwood demarcated (risk limited to sapwood)

Termites: Class M – Moderately Durable

Treatability: Class 4 - not permeable

Use class ensured by natural durability: Class 3 - not in ground contact, outside

Species covering the use class 5: No

B.5.5. SAWING, MACHINING AND ASSEMBLING

Blunting effect: normal

Sawteeth recommended: stellite-tipped

Cutting tools: tungsten carbide

Peeling: good

Slicing: Steaming is recommended before slicing.

Nailing / screwing: good but pre-boring necessary

Gluing: correct

Note: Gluing must be done with care: wood is dense, slightly acid and rich in tannins.

Nail or screw corrosion if in contact with humidity

B.6. TIMBER IN GENERAL

B.6.1. Timber shall be free from large loose or dead knots, shakes, checks, splits, excess wane sapwood, decay, insect attack, or other defects. It shall be graded in accordance with EN 942:2007.

Timber Class for above species shall be in range between J2 – J5 according to EN

942 Sub-category of moisture content for above species shall 12% to EN 942

Preservative treatment shall be in accordance with EN 351-1: 2007 and EN 351-2: 2007

B.6.2. The surface finish shall be hardwearing, easy to clean, and suitable for an area of high public use.

B.6.3. The finish shall consist of four coats of good quality semi-matt water-based paint. The Contractor shall make proposals for finishing systems, appropriate to the use. Wood surfaces shall be clean and free from dirt, grease, etc. Surfaces shall be abraded to remove sharp edges and any raised grain and shall be fully dry before proceeding.

B.6.4. All holes, open joints, and open grain shall be made good with an appropriate tinted stopper or filler, and allowed to dry before rubbing down smooth, and dusting off.

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- B.6.5.** All timber components shall be cut to length from kiln-dried timber.
- B.6.6.** The overall dimensions and profiles of the timber shall be in accordance with the detail drawings, or other instructions by the Architect(s) in charge. Timber shall be machined to length and jointed, and machined surfaces shall be suitable for the intended finish.
- B.6.7.** Timber plinths, architraves and cornices shall be continuous, with rebates at bedding as appropriate. They shall be profiled as shown in the detail drawings.
- B.6.8.** All timber used shall be of the best quality available. Timber shall be free from large loose or dead knots, shakes, checks, splits, excess wane sapwood, decay, insect attack, or other defects. All knot holes shall be plugged, and pitch pockets treated.
- B.6.9.** The separate components shall be cramped together to be square and flat. Any joinery that shrinks, warps, or flies before a period of six months shall be replaced at the Contractor's sole expense. All exposed surfaces shall be wrot and finished off with glass paper.
- B.6.10.** Where timber elements are indicating to be screwed to metal frame elements, screws shall be stainless steel and shall be countersunk into the metal work.
- B.6.11.** All elements shall be delivered to the site with adequate protection which shall be maintained until it is fixed in position and final finishing applied. Site storage shall be under cover, and in such conditions that the delivered moisture content of the elements be maintained. If stacked horizontally, timber elements shall be laid on level bearers, with not less than three bearers per element.

B.7. CABINETRY

- B.7.1.** The work consists in the manufacturing and installation of wall panelling and fitted furniture, complete with all fixtures and fittings, as indicated on the detail drawings.
- B.7.2.** On MDF, for internal areas, finish shall consist of primer base and manufacturer-recommended number of coats of good quality, acrylic (water-based) paint for internal use, applied by spray. All exposed faces of assembled furniture elements including internal and back sides of cupboards, shall be primed.
- B.7.3.** Man-made boards and sheets:

Plywood manufactured from Birch and in compliance with above-given EN standards.

MDF shall be water resistant, where indicated in the drawings and in accordance with above given EN standards.

Veneer should be EN 635-2:1995, Grade I.
- B.7.4.** Materials and workmanship for metal and glass etc., forming an integral part of joinery fittings shall comply with specification for the work sections concerned.
- B.7.5.** All elements shall be delivered to the site with adequate protection which shall be maintained until it is fixed in position and final finishing applied. Site storage shall be under cover, and in such conditions that the delivered moisture content of the elements be maintained. If stacked horizontally, timber elements shall be laid on level bearers, with not less than three bearers per element.

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B.7.6. In general, comply with the following:

Programme delivery so that joinery will not be subject to avoidable changes in humidity.

Transport under total weather protection.

Off-load directly into conditions of storage suited to the moisture content of the joinery.

Store items necessarily built-in as first fixings off the ground on levelled bearers in a manner that gives weather protection, air circulation and prevents distortion.

Do not regard priming as a form of protection.

B.7.7. Board materials:

Stack flat on levelled bearers or stack upright on long edges on purpose-made racks which provide full support, slightly out of vertical. Handle without damaging edges. Lift boards off flat stacks, do not drag over the edges of lower boards.

B.7.8. Timber scheduled for clear finishing:

Keep clean, particularly from any staining that cannot be cleaned off.

B.7.9. Keep dry ancillary materials.

B.7.10. Produce joinery in accordance with good quality joinery practice as follows:

Undertake as much fabrication as possible in humidity-controlled workshops equipped with modern machinery manned by skilled joiners.

Restrict site work to fixings and other operations that cannot be undertaken as last stated.

B.7.11. Joints indicated on the drawings are intended to show the dimensions and final appearance of the joinery. Produce joints by traditional or modern machine-shop practice that comply with the following:

Unless otherwise stated all connection between elements shall be invisible.

Use joints designed to tighten under stress and to not form a weak link in the assembly.

Wherever possible, use joints that are not wholly dependent upon adhesive. Provide for movement in joints where necessary (e.g. panels fitted into groove), otherwise glue all joints.

Design joints to conceal the end grain of natural wood or the edge of laminated or particle boards.

Make joints capable of being assembled dry as a push-fit with all joint surfaces in full contact and only fine joint lines visible.

Make joints in external work to naturally exclude moisture.

In case where timber elements are indicated to be screwed to metal frame elements, screws shall be countersunk into the metal work and stocked before the finishes, as

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indicated in finishes section of these specifications, are applied.

- B.7.12.** Provide assembly joints in large joinery units to facilitate transport and handling. Obtain approval for such joints. Strong concealed joints assembled with rust-proofed greased screws will be suitable.

- B.7.13.** Provide the Architect(s) in charge with the opportunity to inspect joinery before any form of priming or decoration is applied. Unless otherwise stated, requirements for the finished appearance of joinery are as follows:

Joinery to receive decoration: a fine smooth surface free from any imperfections that might be apparent after decorating.

Joinery for clear finishing: finely finished to remove cutter or sanding marks, raised grain, stains or other blemishes.

Angles and edges slightly rounded; exposed edges and vulnerable angles pencil rounded (subject to details).

- B.7.14.** Moving and closing parts should fit accurately and easily. Visible gaps between fixed and moving parts should be a consistent width not exceeding 1.5mm.

- B.7.15.** Paint the full specified finish to bottoms of doors before hanging.

- B.7.16.** To the backs of all joinery abutting structure brush apply one coat of primer as specified.

- B.7.17.** Subject to specified requirements, undertake secure fixings as follows:

For unseen fixings strength and durability are the only requirements.

Fixing materials to be decorated, no fixings shall be apparent unless designed for removal (e.g. glazing, beads).

Fixing for self-finished and clear finished materials shall be: gluing, back screwing, secret nailing or other approved unobtrusive methods; alternatively, fix by approved complementary matching methods (e.g. domed screws).

When fixing brittle materials pre-drill potentially brittle materials (e.g. hard compressed man-made boards of the fibre-cement type).

When fixing clear finished hardwood, unless secret fixing is practicable, fix decorative hardwoods specified by species with non-ferrous or plated screws with heads let in and pelleted with grain matched plugs of 6mm minimum thickness cut from the same timber.

Fixing of elements to the wall will be only permitted within joints between masonry elements. Use plugs and screws or expanding bolts as appropriate. Use durable proprietary fibre composition or plastic plugs let into drilled holes. Do not nail direct to “nailable” masonry walls without approval.

- B.7.18.** Point around joinery units with mastic sealer where necessary.

- B.7.19.** Before fixing, condition hardboard, fibreboard and other man-made boards as recommended by the manufacturers.

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B.7.20. Provide templates where necessary (e.g. for precision units fixed into formed structural openings).

B.7.21. Tolerances and Standard of Acceptance

Fixing tolerance shall not exceed a total accumulative tolerance of 6mm between each joinery item and structures unless architraves or other masking forms part of the design.

No tolerance will be allowed for joints in joinery. Should any joints open or moving parts fit other than accurately and evenly or should any defects of timber other than those permitted be apparent, the joinery shall be repaired or replaced as directed.

B.8. Galvanised Steel Elements for non-structural Steel

B.8.1. All steel elements shall be fabricated to the shapes and profiles shown in the detail drawings. Prototype elements with the stipulated finish shall be produced for each different design and submitted for the approval of the Architect(s) in charge prior to proceeding with the fabrication of the elements.

B.8.2. Steel surface condition shall be free from heavy pitting and rust, burrs, sharp edges, and flame cutting dross. Cuts and holes shall be formed neatly and accurately. The inside of hollow sections shall be cleaned of debris and moisture before sealing the ends and wall openings. Bolt holes in hollow sections shall be sealed to prevent access of moisture.

B.8.3. All cutting, drilling, and shop welding shall be completed before galvanizing. Vent and drain holes shall be provided as necessary. The Contractor shall take care to ensure that the protective surface is not damaged in any way during installation, and provision shall be made so that any areas so damaged, or areas which are found to have a protective coating thinner than specified, to be painted by a compatible zinc-rich paint, applied cold.

B.8.4. The working area for offsite preparation and galvanizing shall be covered and properly lit and ventilated. The sequence of working shall be to fabricate, blast clean, and prime.

B.8.5. All steel elements shall be protected against corrosion in an exposed polluted and coastal external environment, defined in accordance with EN ISO 12944 and EN ISO 14713, by any suitable means that can guarantee a life to first maintenance (10 to 20 years). The preferred method of protection shall be by zinc-coating, either through hot-dip galvanizing, or, particularly for large elements, by metal spraying, in both cases, after finishing fabrication. The thickness of the zinc coating shall be at least 85 micron, equivalent to 610 g/m² of coating on each exposed face. The application of the hot dip galvanizing shall be in accordance with EN ISO 1461. The application of thermally sprayed zinc coating shall be made in accordance with EN ISO 2063. The surface preparation before coating shall be in accordance with EN ISO 8501-1:2007, preparation grade Sa 3 to Sa 2 1/2, using chilled angular iron grit grade G24 to give a coarse profile, followed by chemical cleaning.

B.8.6. Bolt assemblies shall be, unless otherwise indicated in the drawings or instructions by the Architect(s) in charge, galvanized to BS 7371-6:1998+A1:2011. All nuts, bolts and washers shall be hot-dip galvanized to EN ISO 1461:2009. The protective coating for the steel members shall be applied after all cutting, drilling, grinding and welding has been completed in the Contractor's works.

B.8.7. For preparation of previously painted steel substrates, localised removal of previous coatings shall be in accordance with preparation grade P St 3 in accordance with EN

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ISO 8501-2:2001.

- B.8.8.** All surface preparation to steel elements shall be in accordance with EN ISO 8501-1:2007, EN ISO 8501-2:2001, EN ISO 8501-3:2007, EN ISO 8503-1:2012, EN ISO 8503-2:2012, EN ISO 8503-3:2012, EN ISO 8503-4:2012, BS 7079:2009, and shall not result in any residual rust, slag or loose scale, nor shall it result in a surface that is too rough in relation to the coating thickness, or with burrs, sharp cuts, or peaks of steel, or burnished surfaces. Any welds shall be dressed, and weld spatter removed by grinding.
- B.8.9.** Where powder coating is indicated for the surface finish, sintered powder coating, shall be in full compliance with the relevant requirements and recommendations of EN 13438:2013.
- B.8.10.** Welding of steel elements by metal arc method shall be to EN 1011-1/2. Site welding shall not be allowed, unless specifically authorised by the Architect(s) in charge. Welding shall be fully fused, with mechanical properties not less than those of the parent metal.
- B.8.11.** When site welding of galvanized steelwork cannot be avoided, the weld areas shall be cleaned immediately after welding of all scale and weld spatter and of all traces of rust. The areas shall be washed with clean water and allowed to dry. The coating shall subsequently be re-instated using one of the methods given EN ISO 1461 clause 6.3.
- B.8.12.** In the case of bolted joints, the full shop specification shall be applied to joint faces. For bolted joints in exposed steelwork, a further coat of primer shall be applied immediately before assembling and the surfaces brought together while still wet. After assembling, and before applying site coatings, crevices to bolts and joint perimeters shall be sealed with a compatible sealant.
- B.8.13.** Surface cleaning shall be by the application of appropriate solvents and degreasants, followed by thorough rinsing with water. Epoxy primers and polyurethane-based finishes shall be applied in strict accordance with manufacturer's instructions. The application of the respective layers must not sag, curtain, be too thin, lift, wrinkle, or form "orange peel" texture. Stripe coats shall be applied at all edges before applying the full coat. The surfaces must always be protected against airborne dust and dirt.
- B.8.14.** All corrosion protection work shall be inspected by the Architect(s) in charge, and any areas deemed defective will have to be re-cleaned, blasted, primed and painted again, at the expense of the Contractor. The treated steelwork shall be stacked such that there is no ponding where no cover is provided, with the bottom layer laid on timber packings raised above the ground and the rain splash zone. Coated surfaces shall not be in contact with each other. The Contractor shall exercise extreme care during handling, so as to ensure that the corrosion protection is not damaged; nylon slings or rubber-protected chains shall be used for this purpose.
- B.8.15.** The corrosion protection system shall be finished by spray-painting with epoxy- or polyurethane-based paint, compatible with the corrosion protection system, after degreasing and pre-treatment with a suitable primer in accordance with manufacturer's instructions. All specifications for the proposed paint system, and the relevant application instructions are to be submitted with this offer. Drying-oil type paints shall not be used on galvanized steel surfaces. The finish paint thickness shall be at least 50 microns. At least three samples (each at least 70 x 140 x 0.7-0.8mm) of each different colour or thickness of paint shall be submitted to the Architect(s) in charge for testing, before installation.

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- B.8.16.** The colour shall be from RAL chart (Farbregister RAL 841-GL, RAL Deutsches Institut für Gütesicherung und Kennzeichnung, Saiberger Strasse 39, D-53757 Sankt Augustin, Germany), number as instructed by the Architect(s) in charge.
- B.8.17.** Surfaces to be finish-coated shall be clean, dust-free, and suitably dry, with previous coats adequately cured. Where multiples coats of the same material have to be applied, different tints shall be used to assist the checking of complete coverage. An additional stripe coat shall be applied on external angles, nuts, bolt heads, and rough weld seams. The penultimate coat shall have the colour recommended by the paint manufacturer, in order to ensure it suits the topcoat colour. The finish shall be smooth and even, of uniform thickness and colour, and free from defects. During application, the thickness of each coat shall be checked with a wheel or comb gauge in accordance with EN ISO 2808. After each coat has dried, the total accumulated dry film thickness, measured by a magnetic or electromagnetic meter.
- B.8.18.** Surfaces to receive powder coating shall be free from dust or powder deposits. The application of powder coatings to all components shall be completed within 48 hours of pre-treatment. Jig points shall not be visible on coated components. Curing shall be controlled to attain metal temperatures and hold periods as recommended by the powder coating manufacturer. Stripping and re-coating of components shall only be acceptable by prior agreement with the powder coating manufacturer. Wherever practical, units shall be assembled before powder coating. Fabrication resulting in exposure of uncoated background metal shall not be acceptable. Assembly sealants shall be compatible with powder coatings.
- B.8.19.** The powder coating applicators shall be suitably trained and certified. The applicators shall comply with all quality procedures, guarantee conditions, and standards and tests required by the powder coating manufacturer. The applicator shall submit powder coated samples of the various grades and forms of background metal to be used, showing any colour, texture, and gloss variation, before ordering materials for the works. Colour shall be as specified above.
- B.8.20.** All fixings of the steelwork to the substructure shall be sound and strong enough to resist the loads that would normally be expected to be applied to the elements according to their nature and location. In particular, fixings of balustrading and guard railings shall be capable of resisting the horizontal loads specified in EN 1991-1-1:2002 and EN 1991-1-7:2006+A1:2014. The fixings shall also be designed so that no damage would occur, in the long-term, to the substructure to which they are attached as a result of corrosion.
- B.8.21.** Fixings for galvanised and powder coated steel structures shall be of a galvanised and powder coated steel as approved by the Architect(s) in charge, in compliance with the specification below, as indicated on the drawings, or instructed by the Architect(s) in charge. In any case, such fixings shall be sealed and insulated by rubber-faced washers, as applicable. Wherever there is the possibility of contact between two dissimilar metals, the surfaces potentially in contact shall be treated either by two coats of bitumen solution to BS 6949, type 1, class A, or a suitable mastic impregnated tape, applied to the contact surfaces before assembly or fixing.
- B.8.22.** All components shall be checked for damage to powder coating before delivery to site. Components with minor damage shall be repaired as soon as possible by cleaning, abrading and coating with matching repair paint system applied in accordance with the powder-coating manufacturer's recommendations. Components with major damage shall be considered as unacceptable for repair.
- B.8.23.** All finished surfaces of components, vulnerable to damage during handling and installation, shall be fully protected throughout the course of these works. Any

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protective tapes used in direct contact with the powder coatings shall be low tack self-adhesive tape. Solvent shall not be used to remove adhesive residues.

- B.8.24.** Fire-rated steel elements shall mean that the steel elements shall first of all be cleaned and primed in accordance with the instructions of the manufacturer of the intumescent paint system. The primer shall be compatible with the coating under general and fire conditions. The manufacturer's recommendations and test evidence shall be submitted before any priming work.
- B.8.25.** Powder coated steel elements.
- B.8.26.** Where grades of metals are not specified, grades and sections appropriate for the purpose shall be selected. Fasteners shall be to the appropriate EN Standard, and unless otherwise specified, shall be of the same metal as the component, with matching coating and finish.
- B.8.27.** Where pre-finished metals are required, the methods of fabrication shall ensure that the appearance of the finish is not altered or damaged, and that the finish is adequately protected.
- B.8.28.** Components shall be fabricated carefully and accurately to ensure compliance with the design and performance requirements. Unless otherwise specified, corner junctions of identical sections shall be mitred.
- B.8.29.** Where thermal cutting of galvanised and powder coated steel is required, the carbonation in the heat affected zones shall be removed by machining or acid pickling.
- B.8.30.** Welding and brazing in general shall be preceded by thorough cleaning of the surfaces to be joined. Accurate fit shall be ensured by using clamps and jigs. Tack welds shall be used only for temporary attachment. Joints between parent and filler metal shall be fully bonded throughout with no inclusions, holes, porosity, or cracks. Care shall be taken to prevent weld spatter from falling on surfaces of materials which will be self-finished and visible in the completed work. All traces of flux residue, slag, and weld spatter shall be removed. Butt joints that will be visible in the completed work shall be smooth and flush with adjacent surfaces. Fillet joints that will be visible in the completed work shall be executed neatly and ground smooth as necessary.
- B.8.31.** Finished components shall be rigid and free from distortion, cracks burrs, and sharp arises. Moving parts shall move freely and without binding.
- B.8.32.** Cold-formed profiles with straight arises shall be achieved by the use of brake presses or cold rolling.
- B.8.33.** Adhesive bonding may be used for metal surfaces, provided adhesives are used in accordance with the manufacturer's instructions, provided surfaces are prepared properly by degreasing and abrading mechanically or chemically, and if the bond is formed under pressure.

B.9. BURNISHED/STAINLESS STEEL ELEMENTS

- B.9.1.** Where grades of metals are not specified, grades and sections appropriate for the purpose shall be selected. Fasteners shall be to the appropriate EN Standard, and unless otherwise specified, shall be of the same metal as the component, with matching coating and finish.
- B.9.2.** Where pre-finished metals are required, the methods of fabrication shall ensure that

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the appearance of the finish is not altered or damaged, and that the finish is adequately protected.

- B.9.3.** Components shall be fabricated carefully and accurately to ensure compliance with the design and performance requirements. Unless otherwise specified, corner junctions of identical sections shall be mitred.
- B.9.4.** Where thermal cutting of burnished / stainless steels is required, the carbonation in the heat affected zones shall be removed by machining or acid pickling.
- B.9.5.** Welding and brazing in general shall be preceded by thorough cleaning of the surfaces to be joined. Accurate fit shall be ensured by using clamps and jigs. Tack welds shall be used only for temporary attachment. Joints between parent and filler metal shall be fully bonded throughout with no inclusions, holes, porosity or cracks. Care shall be taken to prevent weld spatter from falling on surfaces of materials which will be self-finished and visible in the completed work. All traces of flux residue, slag and weld spatter shall be removed. Butt joints that will be visible in the completed work shall be smooth, flush with adjacent surfaces. Fillet joints that will be visible in the completed work shall be executed neatly, ground smooth as necessary.
- B.9.6.** Finished components shall be rigid and free from distortion, cracks burrs, and sharp arises. Moving parts shall move freely and without binding.
- B.9.7.** Cold-formed profiles with straight arises shall be achieved by the use of brake presses or cold rolling.
- B.9.8.** Adhesive bonding may be used for metal surfaces, provided adhesives are used in accordance with the manufacturer's instructions, provided surfaces are prepared properly by degreasing and abrading mechanically or chemically, and if the bond is formed under pressure.

B.10. METAL IN GENERAL

- B.10.1.** Contact between dissimilar metals shall not be allowed. Neoprene washers of good quality shall be used to separate dissimilar metal surfaces when there is necessary to provide such connection.

SECTION 3 – TENDER FORM

NAF.T01.2025

**Tender for the Supply, Delivery, and Installation of Panelling and Fitted Furniture
for the Administration Offices at the Notarial Registers Archive.**

A. TENDER SUBMITTED BY:

Company Name (if applicable):			
Name:		Surname:	
Email:		Phone:	
Address:			

B. CONTACT PERSON FOR THIS TENDER:

Name:		Surname:	
Email:		Phone:	
Address:			

C. TENDERER'S DECLARATION(S)

This section is to be completed and signed by the Tenderer (including each partner in a consortium).

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

1. We have examined, and accept in full and in its entirety, the content of this Tender Document (including subsequent Clarifications Notes issued by the Notarial Archives Foundation) for invitation to tender for the supply, delivery, and installation of panelling and fitted furniture for the Administration Offices at the Notarial Registers Archive (NAF.T01.2025) published on 25th July 2025. We hereby accept the contents thereto in

Section 3 – Tender Form

their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration, or deviation shall lead to our tender offer not being considered any further.

2. We confirm that the Grand Total Price of our tender (inclusive of duties, other taxes/charges, Eco-Contribution (if any) and any discounts) is according to the Grand Total on page 31 of this document.
3. This tender is valid for a period of 3 weeks from the final date for submission of tenders.
4. We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally or found guilty of professional misconduct. Furthermore, we are up to date in the payment of social security contributions and other taxes.
5. We accept that we shall be excluded from participation in the award of this tender if compliance certificates in respect of declarations made under Clause 4 of this declaration are not submitted by the indicated dates.
6. We will inform the Notarial Archives Foundation immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate, or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.
7. Our tender submission has been made in conformity with the Instructions to Tenderers, and in this respect, we confirm that the following documentation has been included:
 - Proof of technical capacity
 - Tender Form (Section 3)
 - Technical Offer (in response to specifications outlined in Section 2).
 - Financial Bid (Section 4)
8. We note that the Notarial Archives Foundation is not bound to proceed with this invitation to tender and that it reserves the right to cancel the contract. It will incur no liability towards us should it do so.

Name and Surname:

I.D. / Passport Number:

Signature of Tenderer:

Duly authorised to sign this tender on behalf of:

Company/Lead Partner VAT No: (if applicable)

Stamp of the firm/company:

Place and date:

SECTION 4 – Financial Bid

NAF.T01.2025

**Tender for the Supply, Delivery, and Installation of Panelling and Fitted Furniture for the
Administration Offices at the Notarial Registers Archive.**

Item	Description	Amount including Taxes, other Duties & Discounts but Exclusive of VAT (€)
1	<ul style="list-style-type: none"> • Wall panelling to three in number offices. • Wall cladding manufactured from 25mm and 16mm moisture-resistant MDF. • Wherever the cladding will be touching the floor it will be finished with a 30mm solid Mahogany plinth. Wherever the cladding is required to be wall hung it will be against solid timber mitred planks. • Cornice, replicate architrave, louvered ventilation grills and decorative beading to be manufactured from solid Mahogany. • All material is to be supplied hand painted with a minimum of 4 coats water-based paint with the finishing coat to be applied on site. • Furniture fittings such as hinges and drawer runners to be supplied by Blum and all with a soft closing mechanism. • Wherever rockwool insulation is required it will be fixed to the wall using appropriate nylon fixings. 	
Sheet 1	<i>Preliminaries (pages 32-35)</i>	
Sheet 2	<i>Bills of Quantities (pages 36-40)</i>	
	<i>VAT charges</i>	
Total including VAT		

The successful bidder shall be bound to conform in all respects with VAT legislation and regulations.

Name:

Signature:

(the person or persons authorised to sign on behalf of the Tenderer)

Date:

Sheet 1 - Preliminaries

Item	Description	Quantity	Unit	Rate (€) <i>Excl. VAT, Eco Contribution (if any) and all other charges as may be applicable</i>	Amount (€) <i>Excl. VAT, Eco Contribution (if any) and all other charges as may be applicable</i>
1.01	The absence of any sum against any item in this bill will not relieve the Tenderer from any obligation. The cost attributed to that item will be assumed as included elsewhere in this bill or in the unit rates for the works priced in the Bills of Quantities. No sums will be paid for any unpriced items at any stage of the Contract.				
1.02	All costs involved in preparing and submitting this tender shall be borne by the Tenderer.				
1.03	No rubbish, debris, or any other materials shall be deposited and/or stored on any part of the Notarial Registers Archive property, pavements, or third-party properties.				
1.04	All materials to be used within this contract are to be approved prior to delivery to site.				
1.05	The Preliminaries listed below shall be provided and included in the Contract Price.				

Section 4 – Financial Bid

1.06	All measures necessary to ensure full compliance with LN 295/2007 Environmental Management Construction Site Regulations, 2007, LN 72/2013 Avoidance of Damage to Third Party Property Regulations, 2013, LN 281/2004 Minimum Health and Safety Requirements for Work at Construction Sites Regulations, including all cross-referenced Legal Notices, within above mentioned LN's.				
1.07	<p>Insurance:</p> <p>Insurance covers for the following shall be maintained in the joint names of the Employer and the Contractor and shall be maintained in place till end of the Defects Liability Period. The Contractor shall submit documentary evidence and / or copies of policies and receipts for all the insurances required below prior commencing any works on site.</p> <p>a Provision of adequate insurance cover for the Works as detailed in the Conditions of Contract.</p> <p>b Provision of adequate insurance cover against any liability in respect of personal injury to or death of any person including employees of the Contractor or of the Employer, arising out of or during or caused by the carrying out of the Works as detailed in the Conditions of Contract.</p> <p>c Provision of adequate insurance cover against any liability in respect of liability, loss, claims or proceedings which the Employer may incur or sustain by reason of damage to any property other than the Works as detailed in the Conditions of Contract.</p>				
1.08	Obtaining of and costs relating to all necessary permits required by law, such as wardens and local councils, is an expense borne by the Contractor.				

Section 4 – Financial Bid

1.09	Site Supervision which includes regular checks to ensure quality of works as per specifications and trade's code of practice.				
1.10	Crainage, hoisting, and provision of all materials required to be borne by the Contractor.				
1.11	Surveys and setting out including measurement of any of the infrastructure within these rooms as required for the accurate implementation of works, to ensure correct construction parameters and to avoid assumptions.				
1.12	Allowance of Architect's certification fees for the certification of the said works.				
1.13	Allow for management fee for the coordination and management of all sub-Contractors. Allow for coordination with the mechanical and electrical Contractor including the air conditioning Contractor or any other Contractor working within these three rooms.				
1.14	Works are to be supervised by a site manager/principle, whose duties may include, but are not limited to, attending weekly progress meetings, and that Works proceed diligently and in accordance with agreed timing.				
1.15	Allow for the provision of all safety personal clothing and equipment for all the workers involved.				

Section 4 – Financial Bid

1.16	Allow for continuously keeping the areas where panelling and furniture is to be installed free from debris, surplus materials, and any other type of loose matter arising from works (which include variations to contract), which will disturb any other works or operations of the clients.				
1.17	Allow for the careful disposal of hazardous waste, debris, spent oils, and other harmful materials as to the requirement specified in the conditions.				
1.18	Allow for the provision of Workshop drawings (if required) to be approved by Architect(s) in charge.				
<i>Total Carried Forward to General Summary</i>					

Sheet 2 - Bill of Quantities

		Quantity	Unit	Rate (€) <i>Excl. VAT, Eco Contribution (if any) and all other charges as may be applicable</i>	Amount (€) <i>Excl. VAT, Eco Contribution (if any) and all other charges as may be applicable</i>
Item	Description				
1	Fabricate, supply, and install timber panelling and fitted furniture as per associated drawings (Section 5). Allow for installation as per Architect's Drawings and as per measurements on site including the positioning of all electrical and air conditioning equipment. The panelling and fitted furniture will be complete with all necessary spacers, joints, ironmongery, fittings, blockouts for electrical equipment, faceplates of electrical interfaces, and power sockets and all details required for a complete package of panelling and fitted furniture to be immediately usable by the Notarial Registers Archive. Unless otherwise indicated, all fixings to be concealed. Refer to drawings and detailed drawings attached (Section 5).				
2	The panelling must also make provision for rockwool insulation, the installation of light fittings (supplied by others and fitted by certified electrician) but provision of all required cut outs as per specifications of light fitting, provision of space for drivers and cabling.				
Total Carried Forward to General Summary					

Notes to Tenderer

All quantities noted are exclusive of wastage and to be included in Contractor's rates.

All measurements must be taken by the Contractor and fabrication carried out as per Contractor's measurements. Drawings (Section 5) indicate design intent and measurements must not be taken off the drawing but verified by the Contractor on site.

Rate to allow for hoisting, lifting, and installation of all materials and equipment necessary.

Price to include all supply, delivery, and installation on site.

Delivery of material, inclusive of acquiring of any necessary permits to be included within sum.

Any necessary ladders or scaffolding to be included within sum.

All spacers, grouting, glue, primer, and materials associated with installation are to be included and of adequate specifications.

Workshop drawings (if required) will need to be approved by Architect(s) in charge prior to manufacturing.

All measurements are to include for working into and around doors and windows, around concealed air conditioning units and associated copper pipework and drains, timber beams, faceplates for lights, power, and any other infrastructure present on site. Protective measures to protect equipment to be taken into consideration.

All rates are to include for cleaning of all areas at the end of each working day or as indicated by the client's project management team where works have been executed. To include for removal of all dust, debris, paint stains, or other matter to the satisfaction of Project manager/ Architect(s) in charge.

Contractor is to abide by all conditions and restrictions regarding working methods and procedures as outlined in the Tender Documents throughout.

Contractor is to communicate and liaise with other Contractors on site for the interface with the concealed air conditioning units, electrical, power, data, and fire interfaces and other requirements to ensure that the work can be carried out correctly and does not damage or impair any of the infrastructure.

Refer to Specifications by Architect(s) in charge for items listed in the BOQ.

Section 4 – Financial Bid

Colour of timber work to be carried out first as a sample to be approved by the client and Architect(s) in Charge.

Samples of the panelling are required as part of the tendering process.

Contractor to take into consideration the need of further beading or otherwise to hide interfaces or overlaps which may result in an unsightly finish.

Heights measured are approximate and from underside of soffit or bulkhead - Tenderer to cater for extra lengths that may be required.

Panelling to include reinforcement to cater for artwork in the centre of each panel.

Samples of all ironmongery to be produced by the Contractor and approved by the Architect(s) in charge.

Samples of up to five different colours of no less than 50cm by 50cm of a portion of panelling will be required in order to inform on the best choice of colour of panelling.

Each room may have a different colour applied to the panelling.

Restoration of existing doors may include removal of doors from site for sanding and painting.

Samples of colour for restored doors will be required - Tenderer to provide up to 5 colour samples.

Ironmongery will need to replicate existing ironmongery of side-hung and folding doors.

Refer to drawings under Section 5 (pages 41-47):

Board room

General dimensions 5854mm length, 4039mm width and 3535mm in height

Wall panelling to Section AA	18.15	m ²
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Wall panelling to Section BB excluding doorway	9.02	m ²
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Wall panelling to Section CC including doorway	17.90	m ²
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Shelving and storage unit - Section DD inclusive of doorway and side panelling	14	m ²
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All panelling to have incorporated acoustic 50 mm rockwool insulation	45.07	m ²
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Moulding detail around entire room beneath beams	18.08	m run
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To incorporate cut outs and liaison with Contractors regarding light fittings and faceplates in coving, shelving, and panelling

Section 4 – Financial Bid

Director's Office		
General dimensions 5636mm length, 3060mm width and 3535mm in height		
Wall panelling to Section AA including doorway (panelling above doorway)	17.13	m ²
Wall panelling to Section BB including doorway (panelling above doorway)	10.64	m ²
Wall panelling to Section CC including doorway (panelling above doorway)	17.73	m ²
Shelving and storage unit - Section DD inclusive of doorway and side panelling	10	m ²
All panelling to have incorporated acoustic 50 mm rockwool insulation	45.50	m ²
Moulding detail around entire room beneath beams with mitre cuts	15.53	m run
To incorporate cut outs and liaison with Contractors regarding light fittings and faceplates in coving, shelving, and panelling		
Administration Office		
General dimensions 5860mm length, 4350mm width and 3535mm in height		
Wall panelling to Section AA including doorway (panelling above doorway)	17.92	m ²
Wall panelling to Section BB including doorway (panelling above doorway)	9.97	m ²
Wall panelling to Section CC including doorway (panelling above doorway)	17.92	m ²
Shelving and storage unit - Section DD inclusive of doorway and side panelling	15	m ²
All panelling to have incorporated acoustic 50 mm rockwool insulation	45.82	m ²
Moulding detail around entire room beneath beams with mitre cuts	18.45	m run
To incorporate cut outs and liaison with Contractors regarding light fittings and faceplates in coving, shelving and panelling		
Restoration of existing doors		
Sanding down of existing doors and restoring and repainting of doors to colour to be approved by the Architect(s) in charge		
Sample of restoration and painting to be supplied		
All ironmongery to be checked to ensure functioning. Metal to be scraped down to bare metal and varnished or painted as per instructions on site.		
D1 - two-leaf side-hung		
Handle to be changed - provision of handle will be carried out by the NAF		

Section 4 – Financial Bid

D2 - two-leaf side-hung

D3 - four-leaf folding

D4 - two-leaf side hung

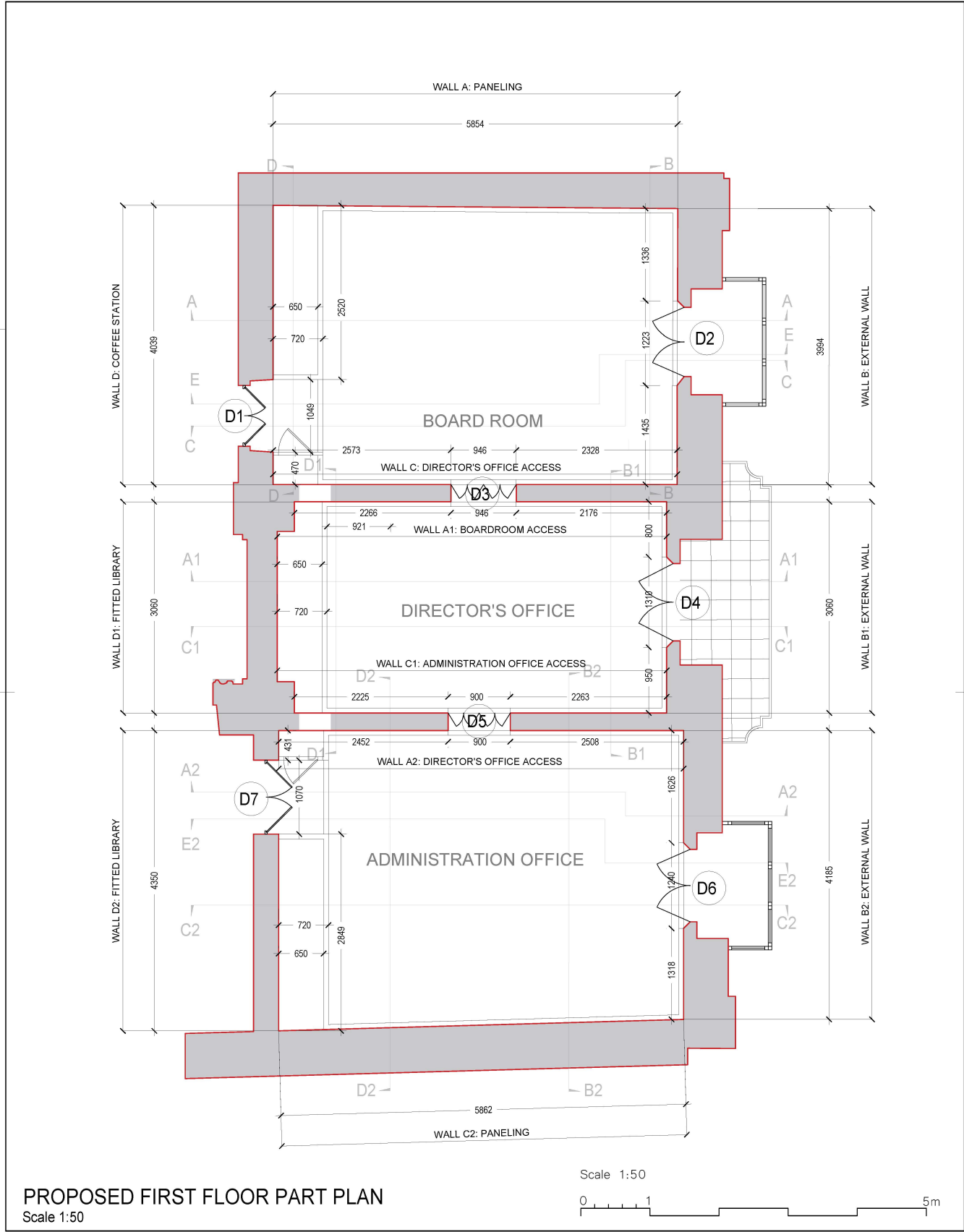
D5 - four-leaf folding

Door stopper to be adjusted to ensure that there is no damage to the floor.

D6 - two-leaf side-hung

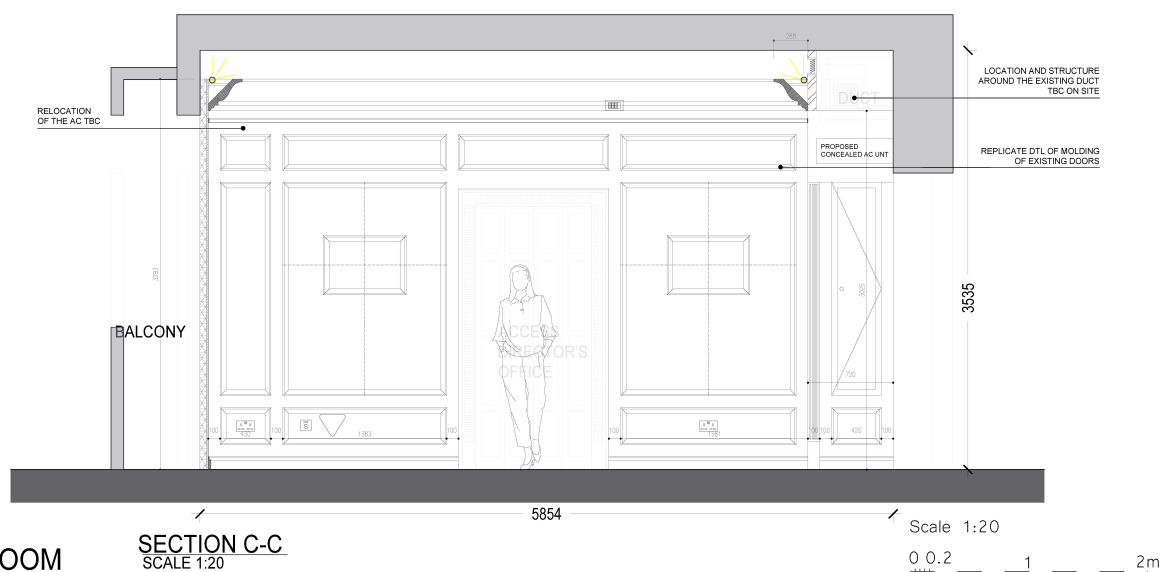
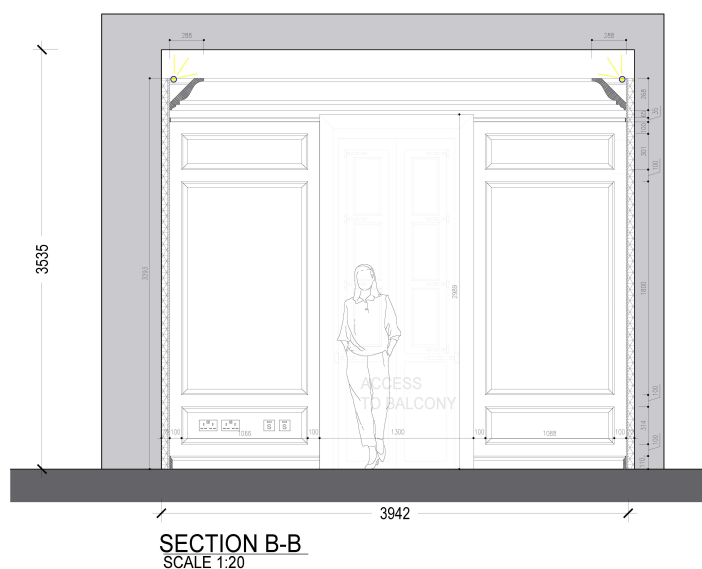
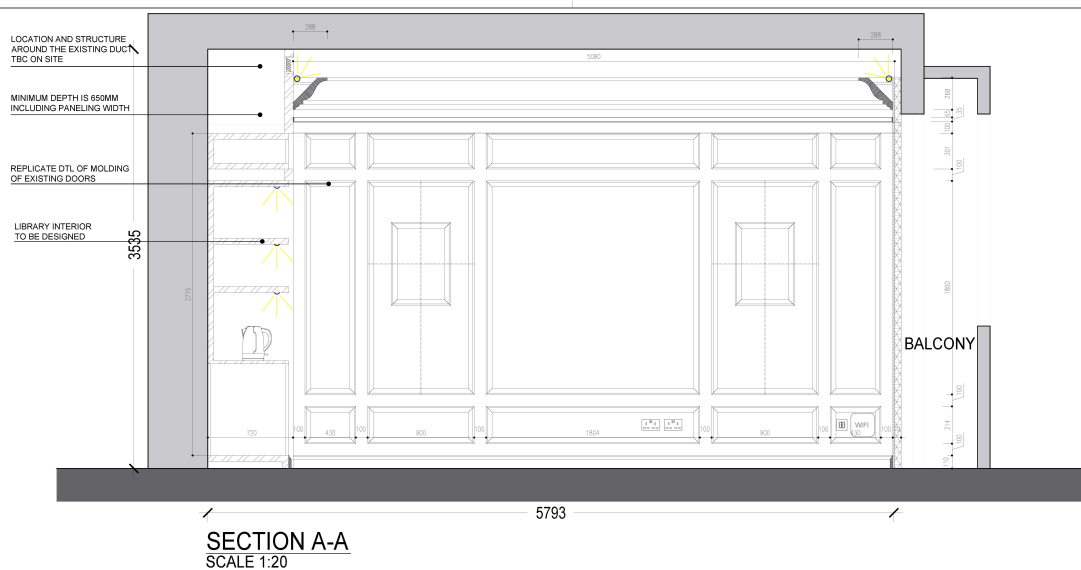
D7 - four-leaf folding

Handle to be installed - provision of handle will be carried out by the NAF



Project				Drawing										Date							
MINOR AMENDMENTS TO EXISTING PERMIT PA/04243/21				PROPOSED FIRST FLOOR PART PLAN										12/03/2025							
														Drawn		Architect					
Address				Client				Dwg no.										ACT		JSS	
217 St Paul St, Valletta.				Notarial Archives Foundation				H B 0 0 2 T 0 0 1										Scale		Size	
																		1:50		A3	

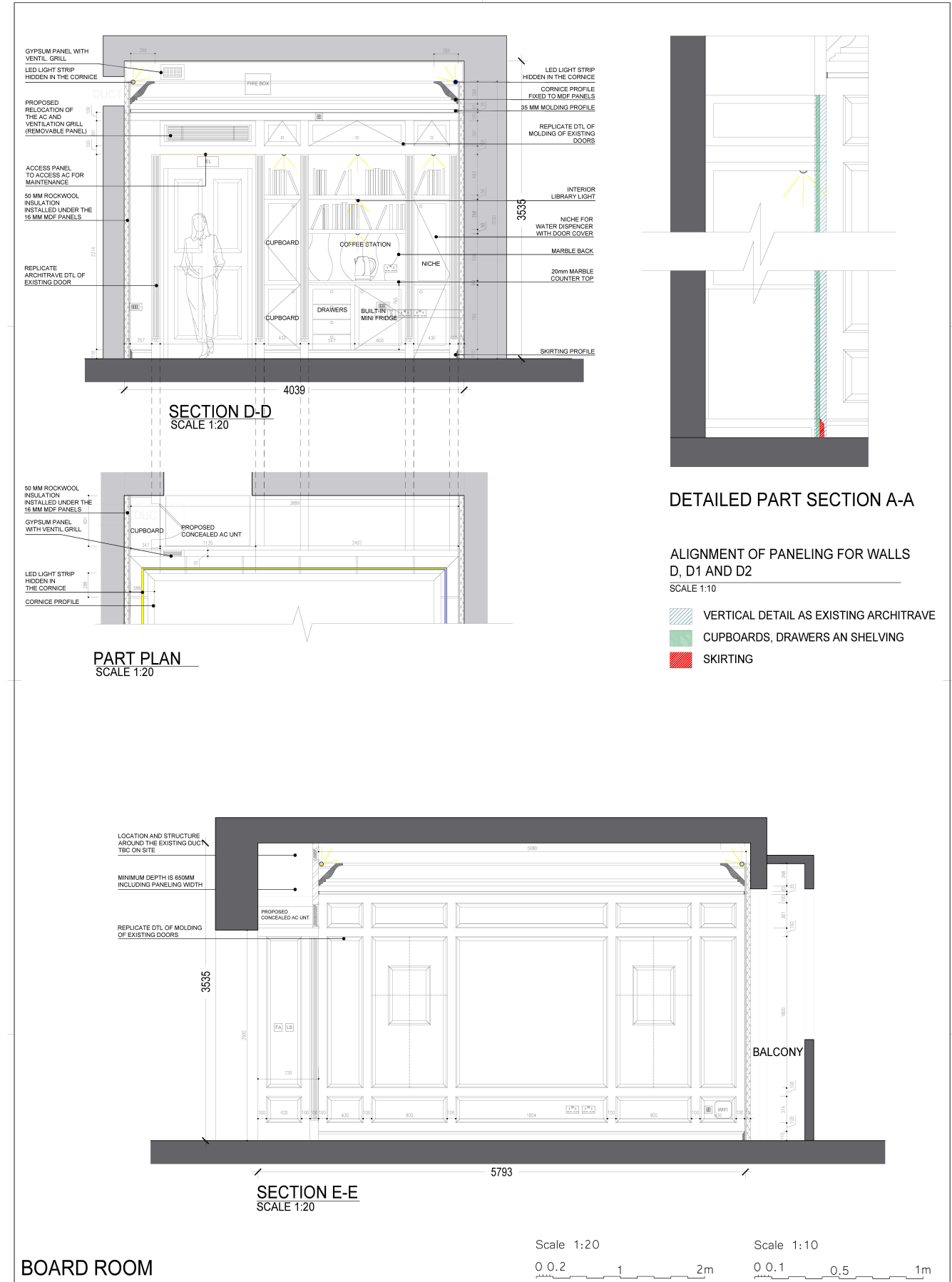
Section 5 – Drawings



Project HB002_Notarial Archives		Drawing Proposed Elevations A-A, B-B and C-C of Board Room		Date 09/04/2025	
Address Notarial Archives, Valetta, Malta		Client Mrs. Vanessa Buhajar		Drawn ACT	
		Dep No HB 0 0 2 T 0 0 2		Architect JGS	
				Scale 1:20	
				Size	

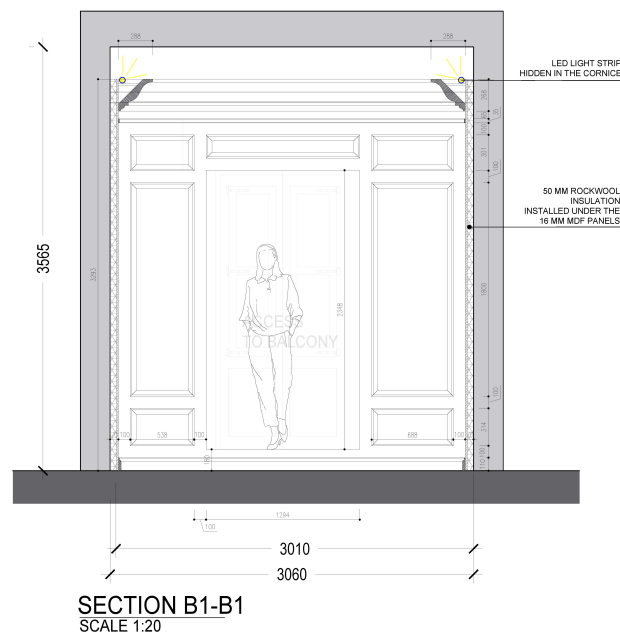
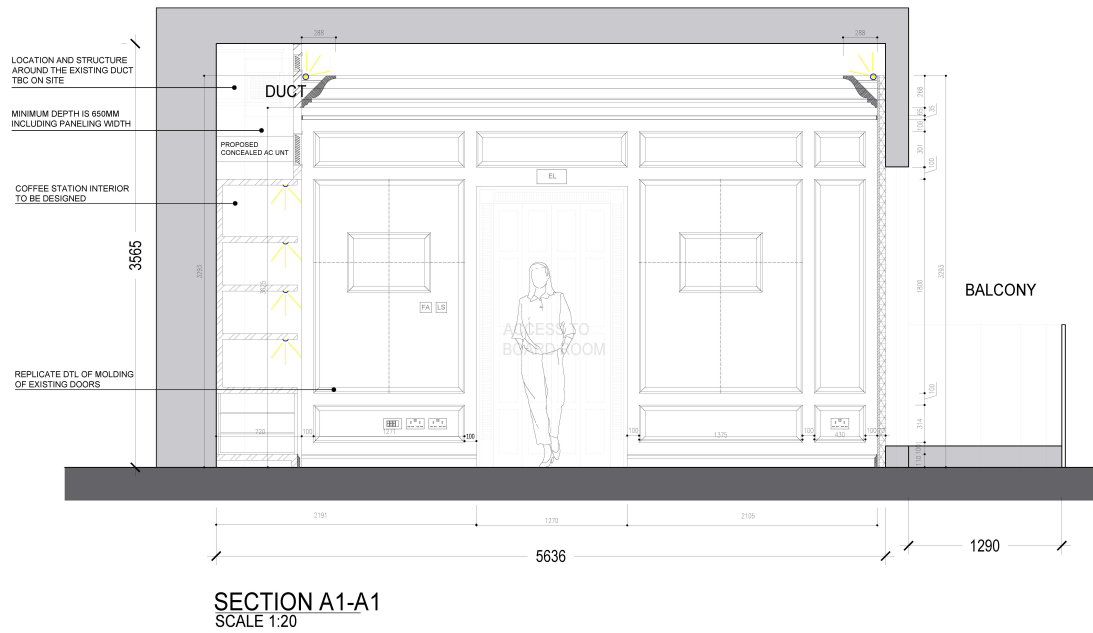
[illegible]

Section 5 – Drawings



Project	HB002_Notarial Archives	Drawing	Proposed Elevations D-D and E-E, Part Plan and Detailed Part Section A-A of Board Room	Date	09/04/2025
Address	Notarial Archives, Valetta, Malta	Client	Mrs. Vanessa Buhagiar	Drawn	ACT
				Architect	JBB
				Scale	1:20 / 1:10
				Size	A1

Section 5 – Drawings



Scale 1:20

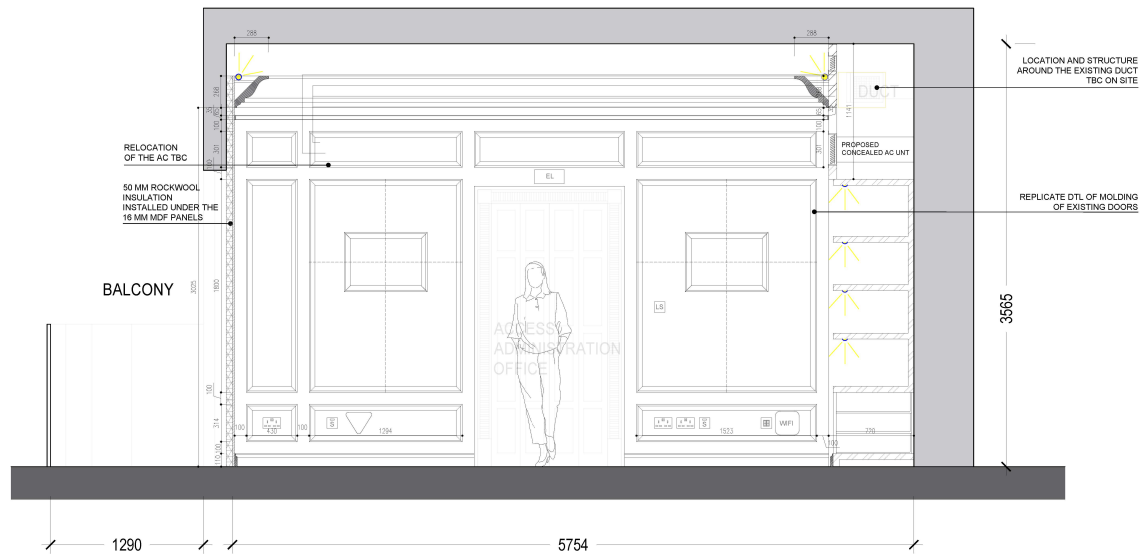
0 0.2 1 2m

DIRECTOR'S OFFICE

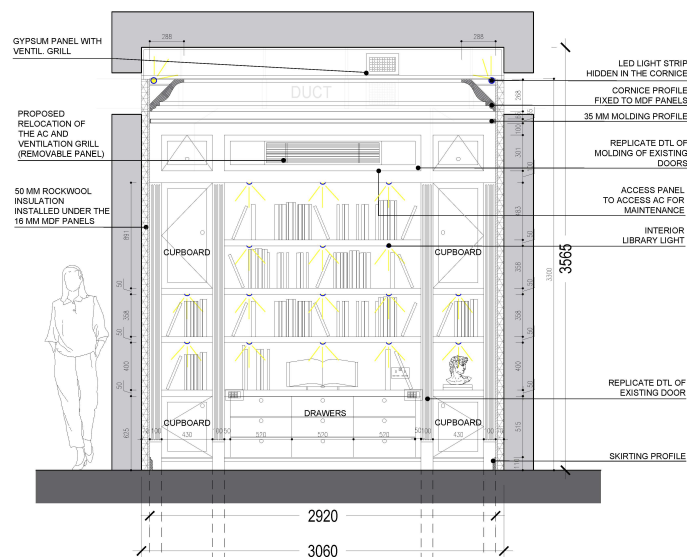
Project	HB002_Notarial Archives	Discipline	Proposed Elevations A1-A1 and B1-B1 of Director's Office	Date	09/04/2023
Author	Notarial Archives, Valletta, Malta	Client	Mrs. Vanessa Buhagiar	Source	ACT
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			T 0 0 4		A1

Revisions	ref.	date	by	description	ref.	date	by	description	Notes	North point

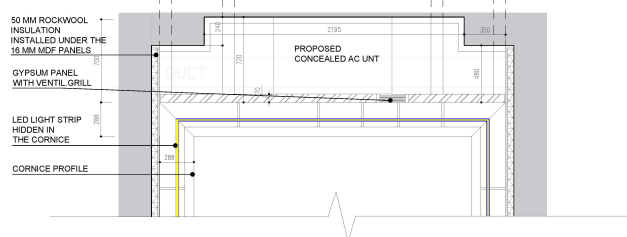
Section 5 – Drawings



SECTION C1-C1
SCALE 1:20



SECTION D1-D1
SCALE 1:20



PART PLAN
SCALE 1:20

DIRECTOR'S OFFICE

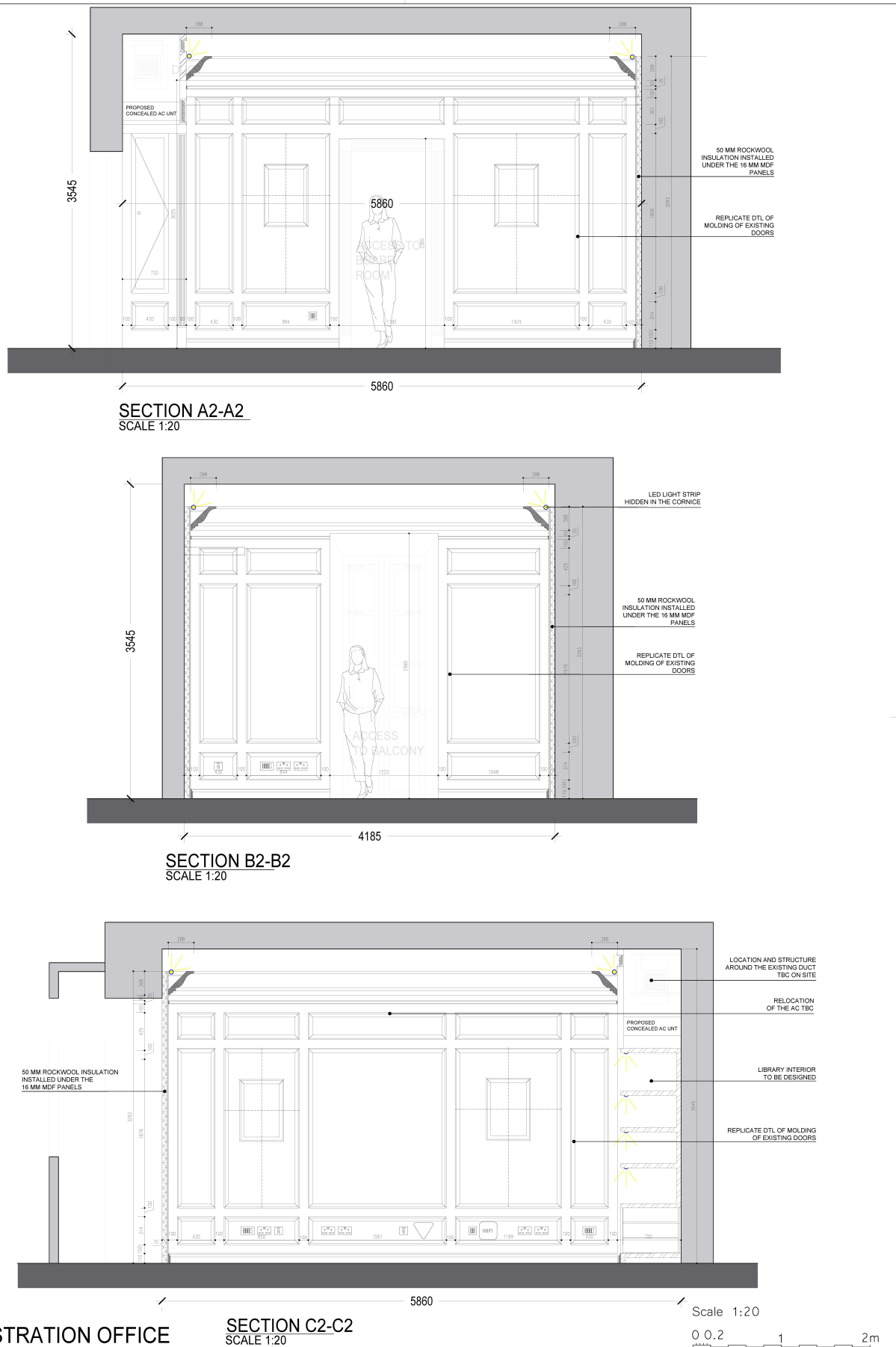
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0 0.2 1 2m

Project	HB002_Notarial Archives	Drawing	Proposed Elevations C1-C1 and D1-D1 of Director's Office	Code	09/04/2025
Address	Notarial Archives, Valetta, Malta	Client	Mrs. Vanessa Bugeja	Drawn	ACT
		Eng No	H B 0 0 2	Architect	JBS
			T 0 0 5	Scale	1:20
				Size	A1

Revisions	ref.	date	by	description	ref.	date	by	description	Notes	North-point

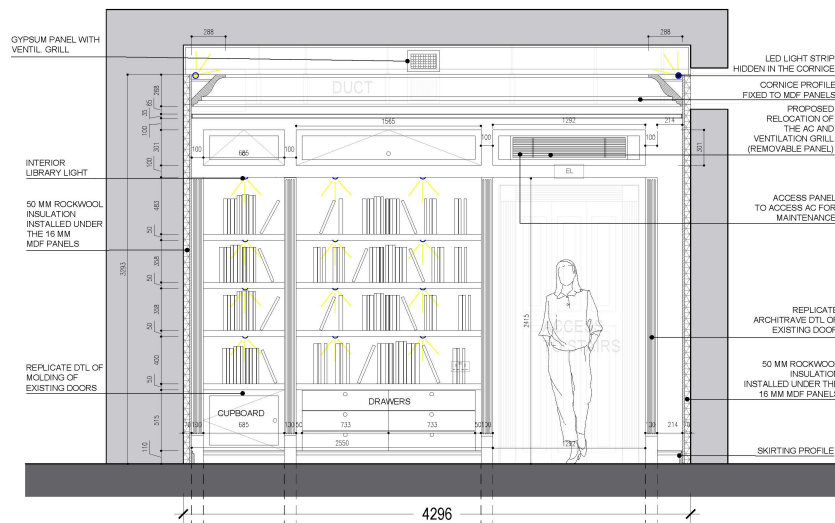
Section 5 – Drawings



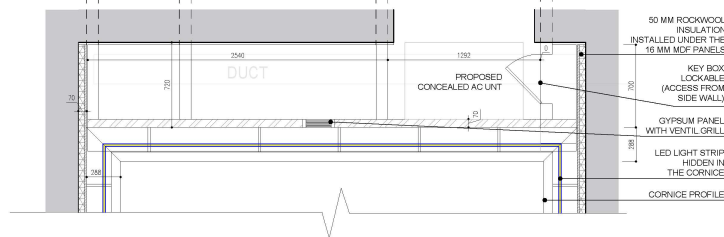
Project HB002_Notarial Archives	Issued Proposed Elevations A2-A2, B2-B2 and C2-C2 of Administration Office	Date 08/04/2025
Author Notarial Archives, Valetta, Malta	Drawn ACT	Approved JSS
Client Mrs. Vanessa Bugeja	Scale 1:20	Sheet A1

Revisions	ref.	date	by	description	Notes	North-point

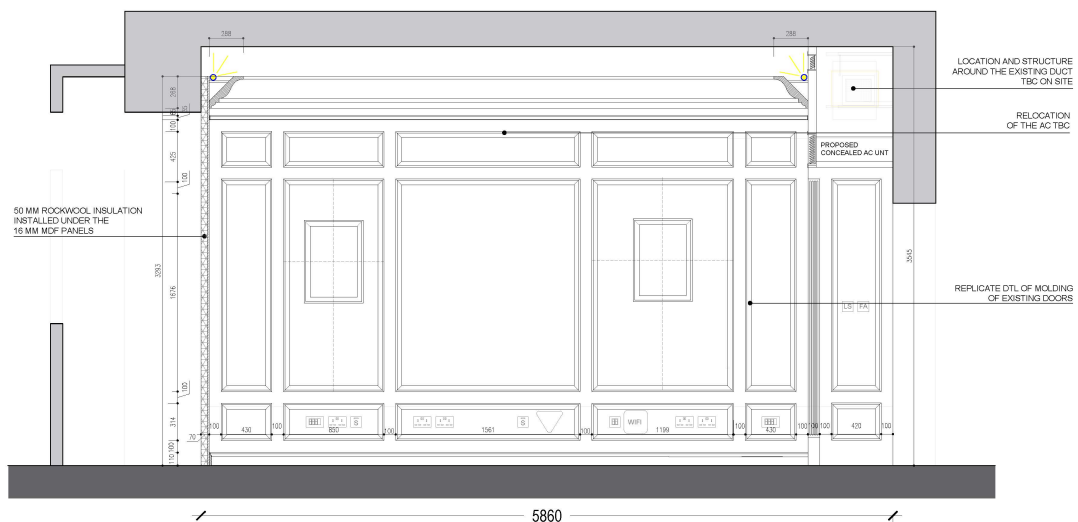
Section 5 – Drawings



SECTION D2-D2
SCALE 1:20



PART PLAN
SCALE 1:20



SECTION E2-E2
SCALE 1:20

ADMINISTRATION OFFICE

Scale 1:20

0 0.2 1 2m

Project HB002_Notarial Archives	Client Proposed Elevations D2-D2 and E2-E2 and Part Plan of Administration Office	Drawn ACT	Scale 1:20
Address Notarial Archives, Valletta, Malta	Client Mrs. Vanessa Buttigieg	Project H.B 0 0 2	Size T 0 0 7

Revisions	Ref.	Date	By	Description	Notes	Northpoint