



**The Convenience Shop (Management) Ltd**

**Request for Quotation**

**RFQ – 02 – 2023**

**RFQ: Procurement of Vinyl Flooring**

**Issue Date: 26 May 2023**

**Closing Date: 9 June 2023 16:00**

## **Background Information**

The Convenience Shop (Management) Ltd is a fully owned subsidiary of The Convenience Shop (Holding) plc. The Convenience Shop (Holding) plc ("the Company") is registered in Malta as a limited liability company under the Companies Act (Cap. 386) with registration number C 87554.

The principal activities of the Group relate to the operation of a chain of retail outlets under The Convenience Shop brand in Malta with a current shop count of 41 owned shops and 45 franchised shops as of 30 April 2023.

## **The Project**

Works at The Convenience Shop's new headquarters in Triq Hal Luqa Qormi.

## **Purpose of the RFQ**

The Convenience Shop (Management) Ltd is currently seeking to procure your services **as per attached Bill of Quantities (BOQ)** for its new premises in Qormi Road Luqa.

## **Submission of Expression of Interest & Proposal**

Interested applicants are to quote the reference number of this request for quotation in all correspondence and are to confirm their expression of interest **within 2 days of the date of this RFQ** by mail on the below address.

Quotations should contain the total price including delivery and installation costs, specific dates as well as any additional information that would support the RFQ.

Quotations are to be sent to the following mailing address, on [rfq@theconvenienceshop.com](mailto:rfq@theconvenienceshop.com) by the closing date.

Any incomplete Quotations or any quotations submitted after the closing date will not be considered.

Applicants will be informed within 10 days from closing date if their submission has been successful or not.

## **Schedule of Requirements**

As per attached BOQ.

## **Evaluation Criteria**

The RFQs received shall be evaluated on the following criteria;

- 40% based on the cost relative to other RFQs
- 30% based on the experience and previous work of the Supplier
- 30% based on the Quality of the product

## **Terms and conditions**

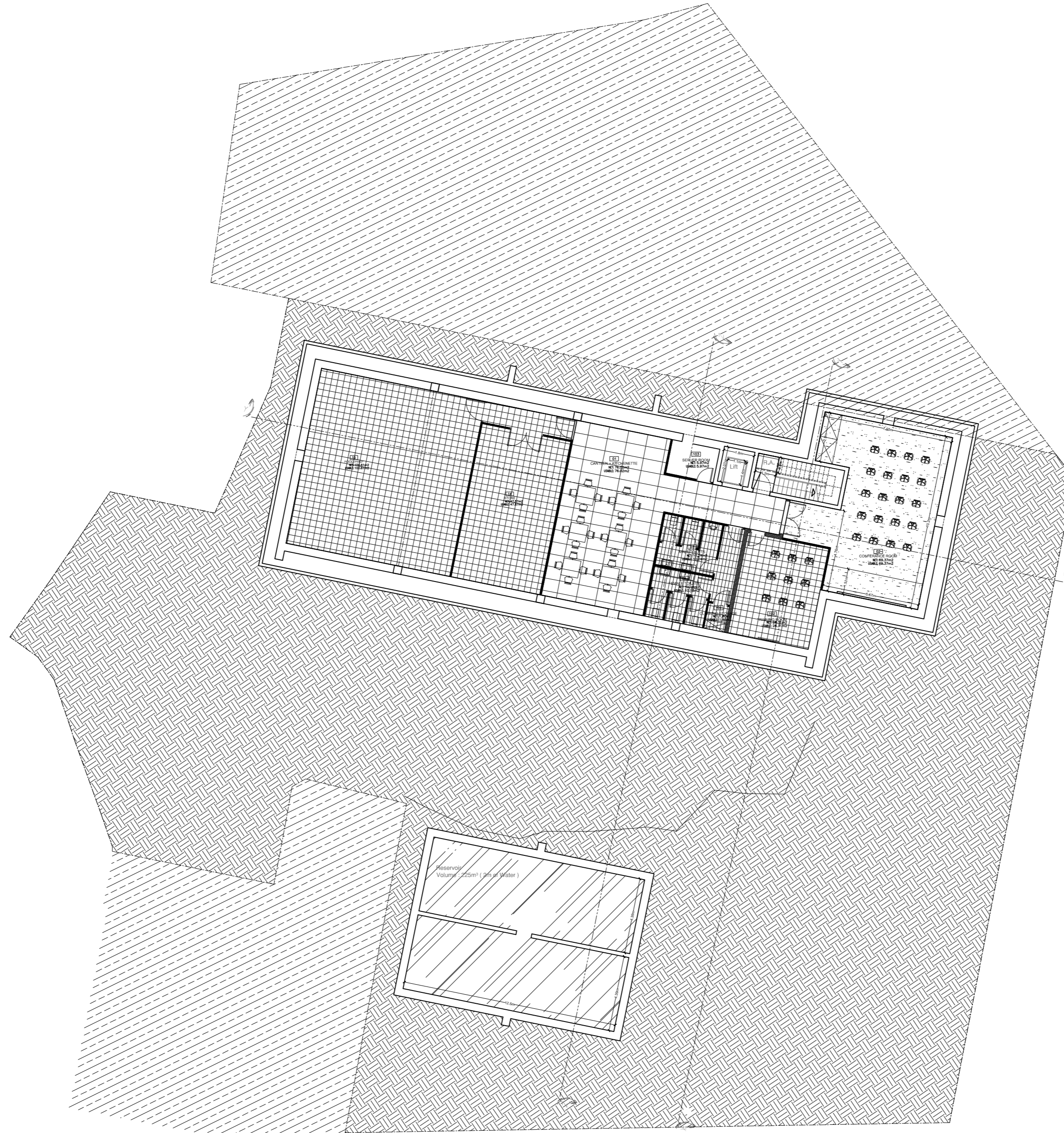
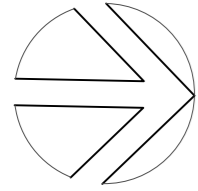
The suppliers shall;

- Be of good moral conduct and reputation;
- Be in a position to provide the services submitted in the RFQ;
- Be able to provide a reliable service and apply health and safety rules;
- Be able to handle the workload under supervision;
- Be ready to work the working hours agreed upon with the project manager;

**Convenience Head Office**  
**Vinyl flooring layout**

**Vinyl legend**

Drawing no	Area	Area Name	Type	Qty	Contingency
8	1	Canteen & Kitchenette	Concrete Look	76	5%
8	2	Conference	Woven	70	5%
9	106	Entrance hall	Concrete Look	57	5%
9	6	Cafeteria	Concrete Look	63	5%
10	7	Cluster Desks	Woven	180	5%
10	8	Personal Off.	Woven	62	5%
10	13	Meeting Room	Woven	12	5%
		Reception/ Waiting area			
10	9	area	Woven	38	5%
10	107	Meeting rooms	Woven	10	5%
10	10	Boardroom	Woven	23	5%
10	11	CEO Office	Woven	20	5%
10	105	Director's Office	Woven	18	5%
<b>Totals</b>		<b>Woven</b>	<b>Concrete Look</b>		
			433	196	
			43	10	
			<b>476</b>	<b>206</b>	



**LEGEND/ Basement**

	Vinyl/ Conference	69.4 m <sup>2</sup>
	Generic tiles	184.34 m <sup>2</sup>
	Bathroom Tile	28.6 m <sup>2</sup>
	Large format tile	78.7 m <sup>2</sup>

- Notes:
1. All dimensions are indicative only.
  2. All materials ordered should also take into account contingency of 5 to 10%.

- Notes
- a. This drawing is the sole property of NOM Design.
  - b. It should not be copied or transmitted by any means, in part or in whole without the permission of NOM Design.
  - c. This drawing is not to be scaled. All dimensions to be checked by the Contractor and are to be his responsibility.
  - d. Drawing, dimension errors, and omissions are to be reported to the Designer immediately on discovery.
  - e. All dimensions are in millimeters unless otherwise stated.

**Proposed Basement**

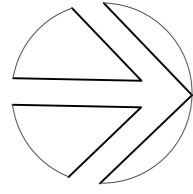
Scale 1:200



Contact details:  
 Designer: Nathan Martin  
 Email: nathan@nomdesign.net  
 Mobile: 00356 7743 5555

Rev	Date/Initials	Description
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Project title	Convenience Main office
Drawing title	L-1 -Proposed Flooring Layout
Drawing no	0000 01C
Scale	1:200@A2
Drawn	NOM
Date	12/05/2023
Checked	NOM



**LEGEND/ Ground Floor**

	Generic tiles	265.5 m <sup>2</sup>
	Bathroom Tile	7.4 m <sup>2</sup>
	Large format tile	120 m <sup>2</sup>

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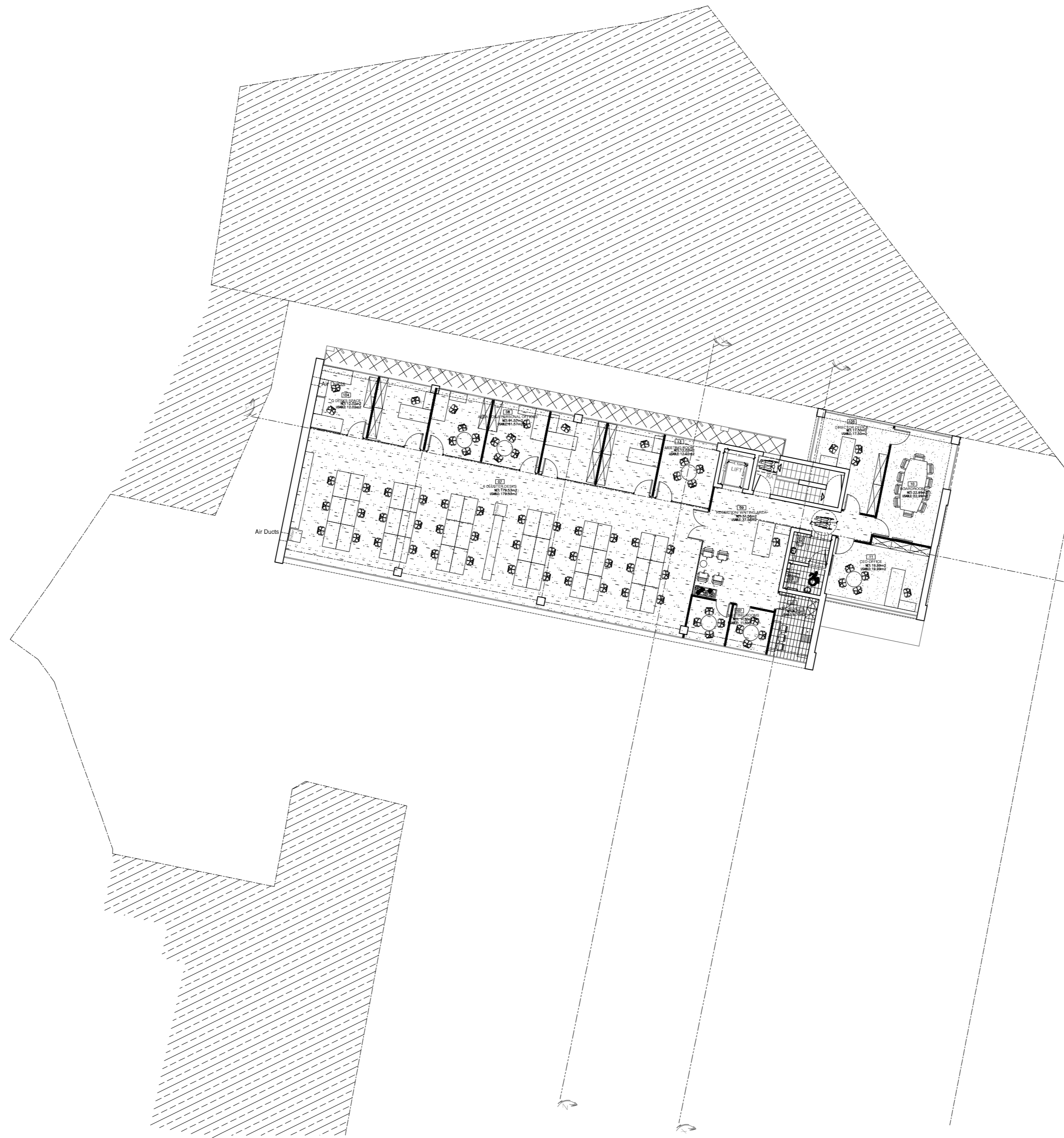
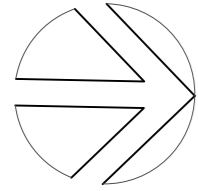


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 Email: nathan@nomdesign.net  
 Mobile: 00356 7743 5555

Rev	Date/Initials	Description

Project title	Convenience Main office
Drawing title	LO Proposed Flooring Layout
Drawing no	0000 02B
Scale	1:200@A2
Drawn	NOM
Date	12/05/2023
Checked	NOM

**Proposed Ground Floor**  
 Scale 1:200  
 TRIQ HAL LUQA



**Proposed First Floor**  
Scale 1:200

**LEGEND/ First Floor**

	Vinyl/Office	320 m <sup>2</sup>
	Vinyl/Elegant	60.8 m <sup>2</sup>
	Bathroom Tile	18 m <sup>2</sup>

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 Email: [nathan@nomdesign.net](mailto:nathan@nomdesign.net)  
 Mobile: 00356 7743 5555

Rev	Date/Initials	Description

Project title Convenience Main office

Drawing title L1 - Proposed Flooring Layout

Drawing no 0000 03E

Scale 1:200@A2

Drawn NOM

Date 12/05/2023

Checked NOM