Foundation for Social Welfare Services
2, Braille Street Santa Venera SVR 1690

EXPRESSION OF INTEREST

Terms of Reference
Reference Nr. FSWS 2010/04

SERVICES OF AN ARCHITECT

Service required: Architectural services – on a service contract

The Foundation for Social Welfare Services requires the service of an architect on a service contract basis.

1. The contracted Architect shall be responsible for Project Management of works assigned which include designing plans, drawing up bills of quantity, establishing timeframes and supervising structural works, improvements or refurbishment of buildings, as well as any other related works.

2. In the execution of this work, the contracted Architect shall draw up a Project Management Plan for each project. The Architect shall be responsible to oversee that the work progress follows that plan, to ensure completion within the stipulated time and according to the required standards.

3. The service will be governed by an agreement that establishes the amount of hours allocated to carry out such task and the remuneration thereof; the agreement will be valid for one year with the possibility of renewal.

4. The contracted Architect shall be accountable to the Chief Executive Officer of the Foundation for Social Welfare Services, being the Contractor, but shall liaise with the Corporate Services Senior Manager of the Foundation, which incorporates Aġenzija Appoġġ, Aġenzija Sedqa and Aġenzija Sapport, for work related issues.

Your submission must include the following:

1. **Application for the expression of interest (covering letter)**
2. **Curriculum Vitae – to include architectural works / experience**
3. **Financial bid – per hour service**
4. **Details of Architect (template provided)**

Eligible candidates shall be interviewed to assist in the selection of the service provider.

Tendering documents (4 enlisted above) must reach the Foundation for Social Welfare Services head office by not later than 10.00am of Monday 15th February 2010, in a sealed envelope, by hand addressed to:

Chief Executive Officer
Foundation for Social Welfare Services
2, Braille Sta. Venera SVR 1690

DETAILS OF ARCHITECT

Name	
Address	
E-mail Address	
ID Number	
Warrant Number	
Tel. Nos.	
Fax Nos.	
Mobile Phone No.	
VAT Registration No.	
Signature	
Date	

Tender for:

Reference Number	Title
FSWS 2010/04	
	SERVICES OF AN ARCHITECT **Expression of Interest**

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