



GOVERNMENT
OF MALTA



RP 090-2026 - Provision of services of an Interior Designer to create a functional and aesthetic environment of office space for the European Union Programmes Agency (EUPA) (RE-ISSUE)

1. Purpose of Engagement

The purpose of this Call for Quotations is to engage a suitably qualified Interior Design professional to undertake a spatial planning and functional assessment exercise for a proposed office relocation.

The assignment shall focus on evaluating the suitability of the identified premises (approximately 359 m²) to accommodate the entity's operational and organisational requirements, including staff allocation, workflow considerations, and spatial efficiency.






The engagement is intended to inform decision-making prior to committing to the premises and any subsequent capital investment.

2. Context and Operational Requirements

The entity operates within a predominantly office-based environment, with workflows that are:

- Digitally driven, with limited physical storage needs.
- Structured across multiple functional units.
- Dependent on both individual desk-based work and collaborative interaction.

The projected occupancy is approximately 40 employees, organised across multiple teams, including management and support functions.

 The OAKS Business Centre Level 3, Farsons Street, Hamrun HMR1325
 +356 25552330  eupa@gov.mt  <https://fondi.eu/eupa/>
 EUPA Malta - Erasmus+ & European Solidarity Corps  eupa.malta





3. Scope of Services

3.1 Spatial Assessment and Feasibility Analysis

The selected designer shall:

- Review the provided layout and spatial constraints (including fixed areas such as kitchenette, restrooms, and server room).
- Analyse the capacity of the premises to accommodate the intended workforce.
- Identify spatial limitations, inefficiencies, and constraints (including structural elements such as pillars shown in the layout – see page 3 diagram).

This stage should result in a clear determination of spatial adequacy.

3.2 Functional Layout Planning

The designer shall develop a functional layout strategy, including:

- Allocation of workstations and team zones.
- Identification of required enclosed offices (including the CEO's office).
- Positioning of meeting and collaboration areas.
- Circulation paths and access routes.
- Preliminary zoning using soft or indicative partitioning.
- Maintaining accessibility aspects as per the minimum required at law.



The emphasis shall be on efficient use of space rather than detailed design resolution.

3.3 Furniture and Space Utilisation Strategy

The designer shall provide guidance on:

- Appropriate furniture typologies (not detailed specifications at procurement level).
- Indicative workstation configurations.
- Space optimisation approaches.

This should remain at a conceptual and advisory level, sufficient to validate spatial planning assumptions.

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3.4 Intervention Identification (Alteration Strategy)

Based on the proposed layout, the designer shall:

- Identify required physical interventions, including:
 - Demolition of existing non-structural partitions.
 - Introduction of new partitions or enclosures.
 - Highlight any spatial reconfiguration required to achieve functional adequacy.

This should be presented as an intervention plan, not detailed construction drawings.

4. Deliverables

The selected designer shall provide:



- 2D layout plans illustrating the proposed spatial arrangement.
- A concise spatial assessment report, including:
 - Suitability of the premises.
 - Key constraints and limitations.
 - Recommended layout approach.
 - An intervention summary plan, identifying required alterations.

Deliverables are intended to support decision-making, not construction execution.

5. Exclusions (Clarification of Scope Boundaries)

To avoid ambiguity, the following are explicitly excluded:

- Detailed mechanical and electrical designs.
- Detailed joinery drawings or bespoke furniture design.
- Full interior design detailing (finishes, décor schemes, etc.).
- Construction-level documentation.
- Anything else not included in the expected content.

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6. Technical Requirements

The service provider must prove that they:




- Hold relevant qualifications in Interior Design (MQF6 minimum) or has knowledge in interior design.
- Be proficient in CAD-based layout preparation.

7. Current layout

The diagram that shows the current layout of the area is available on the next page – Annex 1
-Current Layout

8. Submission of Quotation

You are kindly requested to submit your quotation to procurement.eupa@gov.mt by not later than **16:00hrs on Monday, 8 June 2026.**

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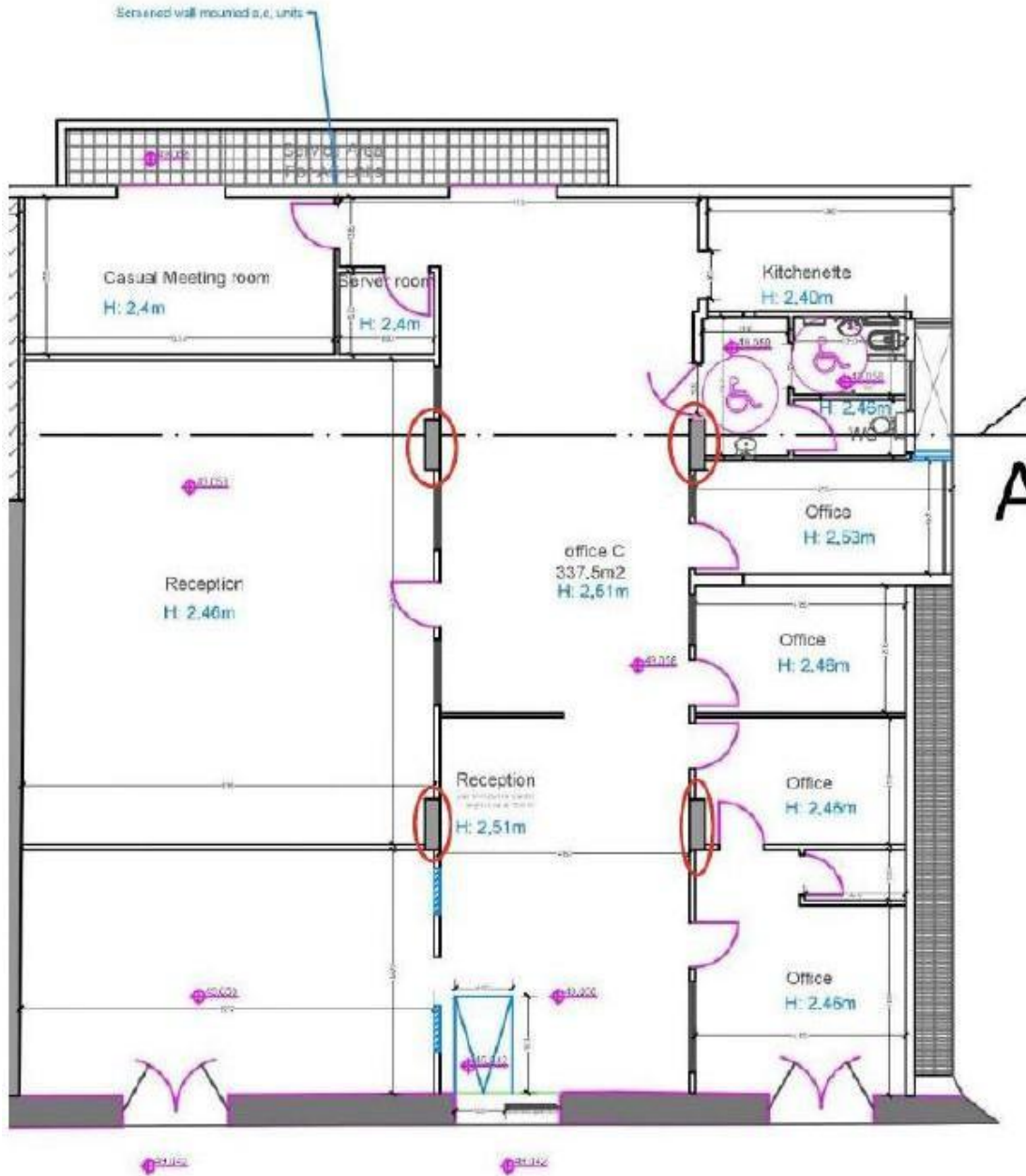




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Annex 1 - Current Layout



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