

Expression of Interest (EOI NLA 103/24)

INVITATION TO SUBMIT PROPOSALS FOR THE LEASE OF A STORE/WAREHOUSE/GARAGE TO BE USED BY THE NATIONAL LITERACY AGENCY FOR STORING OF BOOKS AND OTHER PRINTED MATERIALS/PAPER



Reference: EOI NLA 103/24 (second call).

To submit your expression of interest please contact
vincent.borg@ilearn.edu.mt for the official submission form.

Closing date for submissions: **Monday 13th May 2024 @ 09:30**

1. Introduction

The National Literacy Agency requires to lease a store/warehouse/garage to store books, other paper and items as required by the Agency. The objective is leasing a facility for storage purposes.

2. Objectives

Interested parties are hereby being invited to submit proposals for the leasing of suitable premises that can be used as a store in accordance with the requirements, specifications and criteria detailed in this document.

The initial agreement will be for a *di fermo* period of one (1) year which may be renewed, at a fixed rental rate, for an additional period/s of two (2) years at the discretion of the lessee. The lessor will be notified in writing whether this extension will be availed of at least three (3) months prior to the end of the period indicated above.

Rent in the subsequent years can be increased to a maximum of the increase in the Retail Price Index of each respective year but not more than 5% in any case whichever is the lowest.

Interested parties are invited to submit proposals for the lease of such storage facilities to meet the requirements listed hereunder. Proposals will be evaluated according to the Selection Criteria listed in this EOI NLA 103/24.

All documents below requested and annexes must be duly filled in to be considered for this EOI NLA 103/24.

Interested parties are kindly requested to submit their interest together with a plan (site and layout) and with the proposed rental charges or other forms of compensation for the lease as directed below.

3. Property Requirements

The following requirements must be satisfied:

- (a) Premises should be ready built and finished with an area of approximately Eighty (80) sqm and to be used for storage purposes.
- (b) The Area must be serviced with all utilities and has all the required permits for this type of operation as store/garage/warehouse;
- (c) The store/garage/warehouse is to be at ground level with direct access from roads.
- (d) The premises must have a garage door with a width of at least 2375mm and a minimum of 2000mm height
- (e) The floor area should be as clear as possible to allow for storing of books and other papers;
- (f) The premises shall be preferably located in Hamrun, or the vicinity, or a central area;

- (g) The premises shall be finished and ready to move into within 6 weeks of the last signature on the contract, which must be signed not more than two weeks after the winning bidder is identified;
- (h) The area rented out shall be equipped with a minimum of one toilet and properly finished with all sanitary ware and mixers as required by law;
- (i) The premises have to be electricity lit and if windows are available they need to be secure windows. A declaration sustaining this requirement is to be provided;
- (j) The premises will preferably be directly built from the ground without basements or underneath rooms or storages. However, if some sort of roof is present (store/warehouse/garage floor) this will have an architect certificate that it can sustain the weights of paper at full load.
- (k) The property offered should be free from any litigation with third parties which may have an adverse effect on the functionality of the premises;
- (l) The premises must be fully accessible and in compliance with all the pertinent design standards as such objectives of storing requires.
- (m) The rentable areas must satisfy the requirements of the Occupational Health and Safety (OHSA) regulations, including smoke and fire detection. A risk assessment and a fire and ventilation report are to be presented from the independent warranted engineer responsible for the fire strategy for the premises. The premises should be in line with the provisions of Subsidiary Legislation 424.15 entitled Workplace (Minimum Health and Safety Requirements) Regulations;
- (n) The building shall be covered by relevant Planning Authority approved stamped plans and permits for Industrial use and have all the necessary permits that may be required by the relevant authorities;
- (o) The building must conform to local building regulations and standards and any other applicable laws and regulations. New buildings are subject to building regulations and regulated by Regulation 5 of the Subsidiary Legislation 513.01 entitled Energy Performance of Buildings Regulations (EBPR). These requirements are embodied in the Subsidiary Legislation 513.04 entitled Conservation of Fuel, Energy and Natural Resources (Minimum Requirements on the Energy Performance of Buildings) Regulations.

4. Timetable of this EOI NLA 103/24 and requests for clarifications

The timetable should be as follows:

Normal Period less than €140,000 (BELOW)				
Publication Date	Days	Exact Dates	22 April 2024	Time
Deadline for request for any additional information from the Contracting Authority	13	Tuesday, 30 April 2024	30 April 2024	09:30
Last Date on which additional information can be issued by the Contracting Authority	8	Sunday, 05 May 2024	05 May 2024	09:30
Deadline for submission of EOI.	21	Monday, 13 May 2024	13 May 2024	09:30
EOI Opening Session			13 May 2024	10:00

The Contracting Authority reserves the right to make a site visit to determine whether the premises are adequate. The Contracting Authority will visit the site/s within two calendar weeks after the closure of this EOI as agreed with the owner/representative of the submitted EOI NLA 103/24.

Interested parties may submit requests for clarifications in writing by sending an emails on vincent.borg@ilearn.edu.mt and procurement.nla@ilearn.edu.mt by not later than **Tuesday 30 April 2024 by 09:30**

5. Submissions

Final submission from Interested parties are to submit form properly filled through email by sending an email on procurement.nla@ilearn.edu.mt as per timetable above.

LATE SUBMISSIONS WILL NOT BE CONSIDERED.

The proposal should include the information enlisted hereunder:

6. Annexes:

All annexes must be duly filled by the bidder to be considered for this Expression of Interest:

- (a) **DECLARATION & BIDDER'S DETAILS FORM A** document indicating the personal and contact details of the site owner/lessor.
- (b) **Annex 2 - DECLARATION OF TITLE BY INDIVIDUAL PERSON** to determine the property owner. A declaration that the bid satisfies all the Requirements mentioned in this document.
- (c) **Annex 3 - DECLARATION OF TITLE BY COMPANY REPRESENTATIVE.** If the person filling this EOI is a company representative, this form must be filled.
- (d) **Annex 4 - Financial Bid Form Price** for premises per square meter - in EURO exclusive of VAT and inclusive of all applicable taxes and charges – and this as per Annex III (Financial Bid).
- (e) **Annex 5 - DECLARATION BY AN INDIVIDUAL PERSON/S THAT SUBMITTED INFORMATION IS CORRECT.**

7. Other documents to be submitted with this document duly filled in:

(f) A Site plan clearly indicating the location;

(g) A plan layout;

(h) Coloured photographs of the interior and exterior of the premises including access to the site, the building, parking facilities and other facilities on site;

(i) Copies of Planning Authority approved stamped plans and permits;

(j) A draft copy of the proposed lease agreement;

(k) Any other Additional Information Interested Parties may deem necessary.

Note: All fees incurred to obtain the above-mentioned documents are to be paid by the interested parties. The National Literacy Agency shall not be liable for any of these fees or for compensation to the interested parties for such costs.

6. Evaluation of Proposals

Following the closing date, an Evaluation Committee specifically set up for this purpose will evaluate the proposals received against the criteria and conditions set out in this EOI NLA 103/24.

If, in the opinion of the Evaluation Committee a proposal is unclear in any respect, the Evaluation Committee may, at its discretion, seek clarification from the bidder/s. Failure to supply a satisfactory clarification shall render the proposal liable to disqualification. The Evaluation Committee may also request submission of missing documentation. Failure to submit the requested documentation within the indicated timeframe will render the proposal as liable to disqualification.

Prior to the award, Interested Parties may be requested to provide a presentation on the information provided in response to this expression of interest. All costs associated by such presentations will be borne by the Economic Operator.

A site visit may also be requested, and the bidder will be expected to make the necessary arrangements to meet such request in the shortest time possible. The minimum for this request is two days before and to a maximum of 5 working days when this request must be satisfied.

After the evaluation of the proposals, NLA may invite bidders to enter into pre-contractual negotiations, which may or may not lead to a final, binding contract.

Furthermore, the National Literacy Agency reserves the right to negotiate the terms of the respective submissions (Financial bid may however not be increased).

The National Literacy Agency reserves the right to refuse any offer in respect of this EOI and even to cancel the whole EOI process.

Following award National Literacy Agency reserves the right to request the following documentation:

- OHS certificate
- Insurance Policy
- Statement from ARMS indicating that Electricity and Water bills have been settled in full

- Building Efficiency Certification

Nothing in this invitation is to be construed as creating a binding contract between the National Literacy Agency and the bidder until the two parties sign a final, binding contract.

The award criteria shall be based on the cheapest annual rate as per Financial Bid Form (including satisfaction of all terms, conditions and technical specifications mentioned in this document.