

Expression of Interest

Reference Number: **HM28/01/2024**

Expression of Interest for the rental of storage space/s to Heritage Malta

Issued by: Heritage Malta

Expression of Interest Schedule

Issue Date: *22nd February 2024*

Deadline for prospective bidders to submit requests
for clarifications: *Wednesday 28th February 2024 – 12:00PM (Noon)*

Deadline for Heritage Malta to reply to clarification
requests: *Tuesday 5th March 2024 – 12:00PM (Noon)*

Submission Deadline: *Friday 8th March 2024 – 12:00PM (Noon)*

Instructions to Bidders

1. Introduction

- 1.1 The subject of this document is the renting of storage space/s for non-hazardous materials, as required by Heritage Malta, compliant to the following guidelines:

Storage Area:	<i>(Compound) Minimum Area of Circa 500sq.m</i>
Number of Units:	<i>If separate units these are ideally interconnected</i>
Minimum area of one unit:	<i>Minimum Circa 100sq.m</i>
Minimum internal height (underside of beams):	<i>Minimum 3.2meters (or 12 courses)</i>
Minimum height of door:	<i>Minimum 3.0meters</i>
Minimum width of door:	<i>Minimum 3.2meters</i>
Minimum width of approach roads:	<i>Minimum 5.5meters</i>
Preferred area:	<i>In/Around Southern Harbour District</i>

Storage units compliant to the above parameters are ideal, however, Heritage Malta will also take other smaller/lower or larger/higher storage units into consideration which it deems satisfactory for its needs, solely at its discretion.

The storage units must be:

- **easy access for trucks/low-loader to enter directly the warehouse/garage space**
- **at street level (or on semi-basement) or directly accessible from an internal/access road (basements are ideally avoided)**
- **serviced with an electricity meter and have a functioning general lighting installation (ideally with energy saving bulbs)**
- **have a damp-proof course/damp-proof membrane integrated in the construction**
- **be watertight**
- **secure doors and apertures installed**
- **no surface foul water or drainage pipe installations (these should be enclosed in service shafts and underground)**
- **not in a flood prone street/area**
- **be in possession of a valid planning permit for intended use (warehouse/storage)**
- **be at least 100m away from industrial/hazardous (fire/explosion) activities incompatible with the storage of delicate/historic items**

After identifying those storage units adequate and fit for its intents and purposes (following a site inspection), Heritage Malta shall negotiate with the shortlisted bidder/s, with a view of establishing the details of a medium to long-term agreement/s, of a minimum of three years.

- 1.2 Heritage Malta reserves the right to accept a bid only partially and/or refuse any (or all) offer/offers.

It is up to Heritage Malta to award or not following the submission of proposals/offers; as such by submitting a proposal/offer, the bidders waive their right to appeal should their proposal/bid be unsuccessful and/or the call cancelled/unawarded.

- 1.3 Any bidder can make an offer for any number of storage unit/s.
- 1.4 Any requests for clarifications and/or requests for additional information shall be submitted to Heritage Malta in writing and via e-mail on tenders.heritagemalta@gov.mt in accordance with the Expression of Interest Schedule. Any clarifications which are submitted after the specified deadline in the Expression of Interest Schedule shall be disregarded.

Heritage Malta shall reply to any, and all, clarifications through the publication of clarification notes on the dedicated portal: <https://heritagemalta.mt/public-calls/>

Heritage Malta may, at its own discretion and as necessary, extend the deadline for submission of entries to give participants sufficient time to take clarification notes into account when preparing their proposals.

- 1.5 The bidder shall bear all costs associated with the preparation and submission of the offer.
- 1.6 All submissions will be dealt with in strictest confidence.
Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the committee during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of his offer and may result in administrative penalties.
- 1.7 When putting forward an offer, the bidder is declaring that he is not affected by any potential conflict of interest.
- 1.8 The submitted prices are fixed and not subject to any revision.
- 1.9 Offers must remain valid for a period of **150 days** after the deadline for submission. Any bidder who quotes a shorter validity period will be rejected. The successful bidder/s must maintain his offer for a further **60 days** from the date of notification of award.
- 1.10 Bidders may alter or withdraw their offers by written notification (to tenders.heritagemalta@gov.mt) prior to the deadline for submission. No offer may be altered after the deadline for submission.
- 1.11 Offers received after the submission deadline are considered late and will not be considered.
- 1.12 By submitting a proposal, the respective bidder shall be deemed to, without reserve, automatically be in agreement to the contents of this EOI document and all clarification note/s.
- 1.13 Heritage Malta reserves the right to at any time, change, amend, delete or add to the scope and other rules and regulations at its absolute discretion. In addition, Heritage Malta reserves the right to, refuse/reject all offers and cancel the Expression of Interest, or part thereof at its absolute discretion.

Heritage Malta may, at its discretion, opt to award a contract to the selected bidder (or otherwise); Heritage Malta's decisions shall be regarded as full and final.

Participation in the Expression of Interest implies total acceptance of the rules; hence, through its participation the respective participant/s accept and agree to respect the rules as well as Heritage Malta's decisions as full and final.

Heritage Malta's decisions on all matters relating to the Expression of Interest (including without limitation, the selection of Participant/s, content and/or resolutions made) shall be final and absolute and binding on the participant/s. No discussion, correspondence, enquiry, appeal or challenge in respect of any decision made by Heritage Malta will be entertained.

Participants shall not dispute nor make any oral or written complaints, public announcements or statements on the same whether during or after the Expression of Interest.

- 1.14 By submitting their offer, bidders are accepting that this procedure is regulated by Maltese Law and are deemed to be aware of all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the procedure.

2. Timetable

2.1	Expression of Interest Schedule	DATE	TIME*
	Deadline for request for any additional information from Heritage Malta	Wednesday 28th February 2024	12:00PM (Noon)
	Last date on which additional information is issued by Heritage Malta	Tuesday 5th March 2024	12:00PM (Noon)
	Deadline for submission of offers	Friday 8th March 2024	12:00PM (Noon)
* All times Central European Time (CET)			

2.2 Bidders are to provide access to Heritage Malta to inspect the shortlisted properties. Heritage Malta shall conduct a thorough inspection prior to arriving to its conclusions.

2.3 Heritage Malta may, at its own discretion, as necessary, extend the deadline for submission by issuing a clarification note. In such cases, all rights and obligations of Heritage Malta and the bidder regarding the original date specified in these document/advertisements will be subject to the new date.

3. Presentation of Offers

3.1 The bidder's offer must comprise the following duly filled in and signed documents:

- (i) Submission Form (Annex I)**
- (ii) Financial offer (Annex II)**
- (iii) Site plan (and plans when available) of the storage unit/s**
- (iv) Photos (including one external photo)**
- (v) Any particular conditions to be imposed in the rental agreement (if any)**

3.2 All offers must be submitted via e-mail (inclusive of the documentation outlined in Article 3.1) on tenders.heritagemalta@gov.mt prior to the deadline for submissions.

Heritage Malta reserves the right (at its own discretion) to request clarifications in writing on the respective submissions and/or request a clarification meeting/site visit and/or negotiate with the respective bidder/s.

Offers submitted by any other means will **not** be considered.

3.3 All offers must be received by date and time indicated in the Expression of Interest Schedule. Late submissions shall be rejected.

3.4 All pages (of the submission) must be filled in, initialled, and duly signed by the bidder and numbered consecutively.

4. Evaluation Process

- 4.1 **Offers shall be opened following the elapsing of the deadline for the Submission of Offers. After the opening of the offers, no information about the examination, clarification, evaluation or comparison of offers or decisions about the award may be disclosed before the notification of award.**

Any attempt by a bidder to approach any member of the Evaluation Committee/Heritage Malta directly during the evaluation period will be considered legitimate grounds for disqualifying their offer.

- 4.2 The Evaluation process shall proceed as follows:

Part 1: Administrative Compliance

The Evaluation Committee will check the compliance of offers to contain all requested documentation submitted in respect of **Clause 3**.

Part 2: Financial Evaluation

The offers considered administratively compliant will be evaluated. Financial offers are compared and Heritage Malta shall arrive to a list of shortlisted offers, with whom further discussions shall ensue.

- 4.3 Heritage Malta reserves the right to accept or reject any offer, or part thereof, and/or to cancel the whole procedure and reject all offers. Heritage Malta reserves the right to initiate a new invitation for offers. **In no circumstances will Heritage Malta be liable for damages, whatever their nature.**
- 4.4 Prior to the expiration of the period of validity of offers, Heritage Malta will notify the successful bidder/s, in writing, that their offer/s or part thereof, has/have been recommended for award.
- 4.5 Unsuccessful bidders shall be also notified with the outcome of their offer.

Annex I

SUSMISSION FORM

Publication reference: HM28.01.2024

Title: Expression of interest for the rental of storage space/s to Heritage Malta

DETAILS OF BIDDER

Name		Surname	
Telephone	(____) _____	Fax	(____) _____
Address			
E-mail			

BIDDER'S DECLARATION(S)

To be completed and signed by the bidder

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 document (including subsequent Clarifications Notes issued). We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our offer not being considered any further.
- 2 This offer is valid for a period of 150 days from the final date for submission of offers.
- 3 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.
- 4 We agree to abide by the ethics clauses and, in particular, have no potential conflict of interests.
- 5 We fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this procedure.
- 6 Our submission has been made in conformity with the instructions included in this document, and in this respect we confirm having included in the submission all the required documentation.
- 7 We note that Heritage Malta is not bound to proceed with this procedure, or part thereof, and to refuse any or all of the offers. It will incur no liability towards us should it do so.

Name and Surname: _____

I.D. / Passport Number: _____

VAT Registration Number:
(if available) _____

Signature of bidder: _____

Date: _____

Annex II

FINANCIAL OFFER

- The bidder can present an offer for one or more unit/s.
- The rental value requested, in € (Euro), is to be inserted in the relevant columns.

Number	Address	Width of unit – metres*	Depth of unit – metres*	Door width – metres**	Door height – metres**	Yearly rent for <u>first</u> three year period - € (excluding VAT etc.)	Yearly rent for successive periods (specify years) - € (excluding VAT etc.)
1							
2							
3							
4							
	<i>Add/delete rows as necessary ...</i>						

* Indicative internal dimensions of storage area

** Clear dimensions of opening

** Clear dimensions of height of opening