

Call for submission of quotations

The IMO International Maritime Law Institute (the Institute / IMLI) is an international educational institution established in Malta in 1988, following an agreement concluded between the IMO and the Government of Malta. Its primary purpose was and remains to train officers, principally from developing countries, in international maritime law. The mission of the IMO International Maritime Law Institute is to enhance capacity-building in all States, particularly developing States, to fulfil the IMO objectives, thereby promoting safe, secure, environmentally sound, efficient, and sustainable shipping through cooperation.

The Institute is located on the University of Malta Campus and its premises are made available by the University for its sole and exclusive use.

The Institute is planning refurbishment works and is open to receiving related quotations for the following works:

1. **Reception area refurbishment works** to achieve the results specified in the attached design¹ (subject to minor changes, if required) and suggested lighting layout² (subject to minor changes if required) with reception featuring a staircase with railings as per the attached layout³ (subject to minor changes, if required) and built-in custom reception desk as per attached details^{4 5} (subject to minor changes, if required);
2. **A glass front door** installation with a security remote lock system;
3. **Conversion of an existing kitchenette and sanitary facilities into additional and larger sanitary facilities on the ground floor** (to accommodate two toilets for gentlemen, two toilets for ladies, and one toilet for persons with special needs);
4. **Conversion of an existing store on the first floor into sanitary facilities (to accommodate two to three toilets);**
5. Connection of existing sewage system with main sewer.

The scope of works for this project includes, but is not limited to:

- Site setup and preliminary activities to ensure safety and proper project management (Preliminaries);
- Structural renovation and complete finishing of the main staircase, including cladding and railing;
- Internal walls and ceiling finishes (plastering, painting, insulation, wall lining, partitions, soffits, lighting, etc.)
- Floor finishes (sills and joints, floor tiling, new WC floor tiling, sills and thresholds etc);

¹ Annex 1 - Reception area proposed design

² Annex 2 - Reception area proposed lighting layout

³ Annex 1 – Suggested Staircase layout (different from the one in the proposed design; see page 2 of Annex 1)

⁴ Annex 3 - Reception desk elevation

⁵ Annex 4 - Reception desk details

- Timber and steel work (PVC or aluminium apertures, timber handrail);
- Mechanical, electrical and plumbing works (plumbing installation, sewage system, electrical installations, installation and connection of light fittings, cable containment installation, data installation);
- HVAC works (Air conditioning provision and installation in the reception area);
- Civil works (demolition, alteration, etc.);
- Joinery works (including built-in reception desk as per details provided); and
- Glass front door with a security remote lock system.

The date of commencement of works is 16 June 2025 and works are to be completed by not later than **30 September 2025**.

Interested parties are invited to provide their quotation by completing the attached **Bill of Quantities (BOQ)**. Since IMLI is not registered for VAT purposes, an official VAT receipt must be provided within two weeks of receipt of each payment.

All measurements have to be taken and quantities calculated by the quotation provider. Quantities mentioned in the Bill of Quantities (BOQ) are only indicative. All necessary materials/services have to be included in the quotations.

For viewing of the premises and clarification of any queries, interested parties are invited to site visit on **Thursday, 22 May 2025, at 10:00, and/or on Friday, 23 May 2025, at 10:00**.

You are invited to submit your quote to: purchasing@imli.org and copy officeofthedirector@imli.org by **no later than 10:00 (Malta time) on 2 June 2025**. Late or incomplete submissions will not be considered. All prices submitted are to be exclusive of VAT.

The IMLI's Procurement Committee will evaluate the quotations and select the 'most economical and feasible offer.' The outcome will be notified to all quotation providers upon completion of this process.