



OFFICE OF THE DEPUTY PRIME MINISTER  
MINISTRY FOR EUROPEAN AFFAIRS  
PARLIAMENTARY SECRETARIAT  
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

## REQUEST FOR QUOTATIONS

**Specifications:  
Hire of a seminar room, an additional room for a workshop and  
provision of catering services**

***Deadline for Submission: noon Monday 12<sup>th</sup> September 2016***



Rural Development for Programme for Malta 2014-2020  
Part-financed by the European Union  
Co-financing rate: 75% EU Funds; 25% National Funds

***European Agricultural Fund for Rural Development :  
Europe investing in rural areas***



Maritime and Fisheries Operational Programme 2014-2020  
Part-financed by the European Union  
European Maritime Fisheries Fund (EMFF)  
Co-financing rate: 75% EU Funds; 25% National Funds

***Investing in sustainable fisheries and aquaculture***



## Section 1: Specifications

### 1.0 General Background

The Funds & Programmes Division within the Ministry of European Affairs and Implementation of the Electoral Manifesto (MEAIM) as the Managing Authority for the European Maritime and Fisheries Fund and the European Agricultural Fund for Rural Development is requesting quotations for the hiring of a seminar room, an additional room for a workshop and the provision of catering services for a Staff Seminar to be held on 26<sup>th</sup> and 27<sup>th</sup> September 2016.

The cost of the staff seminar will be financed by the European Union from the Technical Assistance of the European Maritime and Fisheries Fund 2014-2020 and the European Agricultural Fund for Rural Development 2014-2020. In this regard multiple invoices will be requested<sup>1</sup>.

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN 296 of 2010) and the cheapest technically compliant will be awarded the bid.

### 2.0 Date, time and number of participants

The Staff Seminar will be held over 2 full days on the **26<sup>th</sup> and 27<sup>th</sup> September 2016** at 08.30am and an average of 45 persons will attend the event. The seminar is envisaged to last for around **nine hours per day**.

At the time of registration for both days, welcome coffee will be served together with some pastries for about 30 minutes. Registration will be at 8.30am, whilst the event will start at 9.00am.

As indicated below, for the first day of the seminar there shall be a stop for a coffee break at 10.30am that shall last for fifteen minutes. There shall then be a stop for lunch at 13hrs that shall last till 14.15hrs.

For the second day of the seminar, there shall be a stop for a coffee break at 10.45am that shall last for fifteen minutes. There shall then be a stop for lunch at 13hrs that shall last for 14.15hrs.

Note: The final number of participants for the event shall be communicated to the service provider by Friday 23<sup>rd</sup> September, 2016. The final expenditure shall be based on this number.

The delivery of any documents, roll up banners and any other equipment shall take place on Friday 23<sup>rd</sup> September.

To ensure flexibility and the smooth running of the event, we would like the venue to be available at least one hour before the start of the seminar.

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<sup>1</sup> A third invoice may also be requested as communicated by the Managing Authority.

Estimated event timings:

<b>Staff Seminar</b>	<b>1<sup>st</sup> day 26<sup>th</sup> September 2016 8.30hrs – 17.00hrs</b>
Welcome Coffee/Registration Event	8.30hrs – 9.00hrs
First Session	9.00hrs – 10.30hrs
Coffee Break	10.30hrs – 10.45hrs
Second Session	10.45hrs – 13.00hrs
Lunch - Refreshments	13.00hrs – 14.15hrs
Third Session	14.15hrs – 17.00hrs

<b>Staff Seminar</b>	<b>2<sup>nd</sup> day 27<sup>th</sup> September 2016 8.30hrs – 17.00hrs</b>
Welcome Coffee/Registration Event	8.30hrs – 9.00hrs
First Session	9.00hrs – 10.45hrs
Coffee Break	10.45hrs – 11.00hrs
Second Session	11.00hrs – 13.00hrs
Lunch - Refreshments	13.00hrs – 14.15hrs
Third Session	14.15hrs – 17.00hrs

### 3.0 Venue Requirements

<b>Type</b>	<b>Requirements</b>
Minimum hotel stars or equivalent conference venue	Four Star
Location	Malta
Assistance needed	One technician on call at setting-up and dismantling and during actual event
Accessibility	Venue should have full accessibility and facilities to persons with a disability in line with the Guidelines set by the National Commission Persons with Disability

#### 4.0 Catering Requirements – Day 1

Type	Requirements
Water & Mints	One (1) small glass bottle of mineral still/sparkling water for each participant including delegates present on the panel for the event. An average of three persons will be on the panel during the sessions (including in the final number of participants).
Welcome coffee	A welcome coffee to be served at around 08.30am which should include coffee/tea/water/juices and pastries.
Short Coffee Break	A coffee break at 10.30am which should include coffee/water/tea/juices and a variety of pastries and fruit.
Refreshments	Stand-up refreshments at around 13.00pm including, sparkling and still water, soft drinks, together with ten items of finger food including pastries and sweets (Four items should be cold savoury items, at least one of which should be vegetarian and another four items should be warm savoury items whilst another two items should be sweet; The Cold Savoury Items could consist of a variety of hors d'oeuvres / sandwiches / mini tortilla wraps whilst the warm savoury items could consist of pastries/pizza/chicken fillets/spring rolls/mozzarella sticks)
<p><i>Cutlery, glasses, napkins and waiting staff are to be provided by the service provider.</i></p>	

## 5.0 Catering Requirements – Day 2

Type	Requirements
Water & Mints	One (1) small glass bottle of mineral still/sparkling water for each participant including delegates present on the panel for the event. An average of three persons will be on the panel during the sessions (including in the final number of participants).
Welcome coffee	A welcome coffee to be served at around 08.30am which should include coffee/tea/water/juices and pastries.
Coffee Break	A coffee break at 10.45am which should include coffee/water/tea/juices and a variety of pastries and fruit.
Refreshments	Stand-up refreshments at around 13.00pm including, sparkling and still water, soft drinks, together with ten items of finger food including pastries and sweets (Four items should be cold savoury items, at least one of which should be vegetarian and another four items should be warm savoury items whilst another two items should be sweet; The items served on Day 2 ought to be different from those served on Day 1)
<i>Cutlery, glasses, napkins and waiting staff are to be provided by the service provider.</i>	

## 6.0 Meeting Room Specifications and Requirements

Type	Specifications
Facilities	1 main training room enough for circa 45 persons and 1 additional room for a workshop for circa 15 participants. During workshop sessions the main training room is to remain available;
Parking Spaces	Free parking spaces required

Thermal Comfort	Air-Conditioning
Lighting	Well lit room but providing for appropriate dimming / shading for clearly visible projections from all corners of the room
Directions	Appropriate directional signage stands to the meeting room (artwork to be provided by Managing Authority but printed by the service provider)
Location	Room is to be located away from noise, especially if windows must be left open (this included noise emanating from other events, from air conditioning or from other systems)
Dimensions	Ceiling height must be higher than 2.5 metres
Shape	U-shape setting
Sound	One (1) PA System, two (2) table microphones on the panel table and two (2) roving microphones
Visual	One (1) projection screen to be set-up  One projector  6 flipcharts – 4 to be located in the main training room; 2 to be located in the additional room
Connectivity	Availability of internet access through a port or wireless, and telephone connection in room (internet connection fees are to be quoted separately as these are optional and will only be utilized, and subsequently billed, if required by the client on the day)
Other requirements	<ul style="list-style-type: none"> <li>▪ One (1) panel table with three (3) chairs;</li> <li>▪ Maltese and EU flags on flagpoles in room set up on right-hand side of the screen;</li> <li>▪ One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room;</li> <li>▪ 6 Flipcharts – 4 in main training room and 2 in additional room for workshop purposes;</li> <li>▪ Notepads and clutch pens/pencils for participants;</li> <li>▪ Free parking space for all participants</li> </ul>

## 7.0 Other Information

Prior to selecting the service provider, an initial meeting may be called by the client to view the proposed room/s in order to confirm the requirements as per specifications. The service provider might be requested to set up the proposed room/s for viewing by the client as per layout requirements, and to ensure functional technical requirements.

Once a service provider is confirmed, members of staff from the service provider should be available to meet the MA officials before the start of the event to ensure that the set-up is in place and that the equipment is functioning properly. All layouts and presentations require to be approved by the client before being finalized.

## 8.0 Submission and Contact Details

Quotations will only be accepted directly from hotels or conference venues. Quotations received from intermediaries will not be accepted.

Negotiations will be conducted directly with the hotel venue.

Interested service providers are to fill-in and submit Section 2 of the specifications in order to provide:

- A complete quotation with separate prices for the following:
  - Price for the hiring of the training room
  - Price for the additional room for a workshop
  - Price-list for the hiring of the equipment and services requested
  - Price per person for the catering under Point 4.0 and Point 5.0
- With reference to points 3.0, 4.0, 5.0 and 6.0, interested service providers are requested to provide the following items with their offer:
  - Description of the venue and meeting room/s, and pictures/photos of them in full colour if available.
  - If possible a proposed sketch of how the room and seating will be set up.

**All prices must quote VAT separately and in full, which must not be added to the price or shown as a percentage.** An invoice will be required after the event, with breakdown of the service provided including the final number of participants

Clarifications and further information are to be sought through the contact details mentioned hereunder by *noon Wednesday 7<sup>th</sup> September, 2016*. Any clarifications received after this deadline will not be considered.

***Quotations are to be submitted by noon of Monday 12<sup>th</sup> September 2016 by email to the following contact details:***

Name:  
Anne Marie Curmi Tel: +356 22001102  
Email:  
[fpd.meaim@gov.mt](mailto:fpd.meaim@gov.mt)

The contract will be awarded to the bid providing the lowest overall cost to the client, which is also fully compliant with the specifications and requirements above.

## Section 2: To be filled in by interested service providers

Quotation date: \_\_\_\_\_

### Suppliers/Contractor's details

Company's Name:	
Contact Person's Name and Surname:	
Company's Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

Type	Requirements	Specify if requirement can be met YES / NO	Please add further comments / description
Minimum hotel stars or equivalent conference venue	Four Star		
Location	Malta		
Assistance needed	One technician on call at setting-up and dismantling and during actual event		
Accessibility	Venue should have full accessibility and facilities to persons with a disability in line with the Guidelines set by the National Commission Persons with Disability		
Parking	Venue should have parking facilities		



## Meeting Room Specifications

Type	Specifications	Specify if requirement can be met	Please add further comments / description
Thermal Comfort	Air-Conditioning		
Lighting	Well lit room but providing for appropriate dimming / shading for clearly visible projections from all corners of the room		
Directions	Appropriate directional signage stands to the meeting room (artwork to be provided by Responsible Authority but printed by the service provider)		
Location	Room is to be located away from noise, especially if windows must be left open (this included noise emanating from other events, from air conditioning or from other systems)		
Dimensions	Ceiling height must be higher than 2.5 metres		
Shape	Classroom setting		
Sound	One (1) PA System, three (3) table microphones on the panel table and two (2) roving microphones		
Visual	One (1) projection screen to be set-up  One projector		

Connectivity	Availability of internet access through a port or wireless, and telephone connection in room (internet connection fees are to be quoted separately as these are optional and will only be utilized, and subsequently billed, if required by the client on the day)		
Other requirements	<ul style="list-style-type: none"> <li>▪ One (1) panel table with three (3) chairs;</li> <li>▪ Maltese and EU flags on flagpoles in room set up on right-hand side of the screen;</li> <li>▪ One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room;</li> <li>▪ 6 Flipcharts – 4 in main training room and 2 in additional room for workshop purposes;</li> <li>▪ Notepads and clutch pens/pencils for participants;</li> <li>▪ Free parking space for all participants</li> </ul>		

**Total cost of hire of training room for two days (in Euro) as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Total cost of hire of an additional room for workshop for two days (in Euro) as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Catering Requirements (per person) – Day 1**

<b>Type</b>	<b>Requirements</b>	<b>Specify if requirement can be met Yes/NO</b>	<b>Please add further comments/ description</b>	<b>Specify price (in Euro) (net of VAT PER PERSON</b>
Water & Mints	One (1) small glass bottle of mineral still/sparkling water for each participant including delegates present on the panel for the event. An average of three persons will be on the panel during the sessions (including in the final number of participants).			€

Welcome coffee	A welcome coffee to be served at around 08.30 which should include coffee/tea/water/juices, and pastries.			€
Short Coffee Break	A coffee break at 10.30am which should include coffee/water/tea/juices and a variety of pastries and fruit.			
Refreshments	Stand-up refreshments at around 13.00pm including, sparkling and still water, soft drinks, together with ten items of finger food including pastries and sweets (Four items should be cold savoury items, at least one of which should be vegetarian, four should be warm savoury items whilst the other two items should be sweet; The Cold Savoury Items could consist of a variety of hors d'oeuvres / sandwiches / mini tortilla wraps whilst the warm savoury items could consist of pastries/pizza/chicken fillets/spring rolls/mozzarella sticks)			€
<p><i>Cutlery, glasses, napkins and waiting staff are to be provided by the service provider.</i></p>				

### Catering Requirements (per person) – Day 2

Type	Requirements	Specify if requirement can be met Yes/NO	Please add further comments/ description	Specify price (in Euro) (net of VAT) PER PERSON
Water & Mints	One (1) small glass bottle of mineral still/sparkling water for each participant including delegates present on the panel for the event. An average of three persons will be on the panel during the sessions (including in the final number of participants).			€
Welcome coffee	A welcome coffee to be served at around 08.30 which should include coffee/tea/water/juices, and pastries.			€
Short Coffee Break	A coffee break at 10.30am which should include coffee/water/tea/juices and a variety of pastries and fruit.			
Refreshments	Stand-up refreshments at around 13.00pm including, sparkling and still water, soft drinks, together with ten items of finger food including pastries and sweets (Four items should be cold savoury items, at least one of which should be vegetarian, four should be warm savoury items whilst the other two items should be sweet; Items served ought to be different from those in Day 1)			€
<p><i>Cutlery, glasses, napkins and waiting staff are to be provided by the service provider.</i></p>				

**Total cost of catering (in Euro) per person for two days, as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Total cost of catering (in Euro) based on 45 participants, as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Final price (Meeting Room + Additional Room for Workshop + Catering + Equipment)<sup>1</sup>:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_

<sup>1</sup> Evaluation will be made on the net price