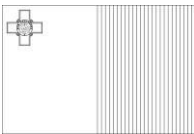


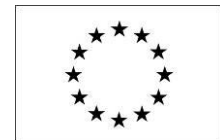
## REQUEST FOR QUOTATIONS

**MFEA/FPD/30/2020**

**Request for Quotations for the hiring of a venue inclusive of equipment and the provision of catering for the meetings of the Monitoring Committee of the European Maritime and Fisheries Fund for Malta 2014 – 2020**



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



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

## 1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authority (MA) of the European Maritime and Fisheries Fund (EMFF), is for the hiring of a venue inclusive of equipment and for the provision of catering for the 6th meeting of the Monitoring Committee of the European Maritime and Fisheries Fund 2014 – 2020.

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Maritimes and Fisheries Fund 2014-2020.

## 2. Timetable

Date of Publication of RFQ	<b>Friday 20<sup>th</sup> March 2020</b>
Deadline for request for any clarifications from the MA	<b>Friday 27<sup>th</sup> March 2020, 17:00</b>
Last date on which clarifications are issued by the MA	<b>Wednesday 1<sup>st</sup> April 2020, 16:00</b>
Deadline for submission of Quotations	<b>Friday 3<sup>rd</sup> April 2020, 17:00</b>

## 3. Method of submission of offers

- i. Signed and scanned offers comprising duly filled in Annexes I, II and III of this document must be submitted prior to the deadline for the submission of offers as indicated in the Timetable (Section 2 by email on [fpd.mfea@gov.mt](mailto:fpd.mfea@gov.mt)
- ii. Late submissions will be rejected and will not be evaluated. No liability will be accepted for any rejected late quotations.
- iii. Quotations submitted by any other means will not be considered.
- iv. Quotations must comply with the requirements as stated in this RFQ.
- v. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for any clarification by the Managing Authority as stipulated in Section 2 specifying the reference and RFQ title to e-mail addresses [fpd.mfea@gov.mt](mailto:fpd.mfea@gov.mt) and [manuel.xuereb@gov.mt](mailto:manuel.xuereb@gov.mt).
- vi. Bidders will be deemed to have satisfied themselves, before submitting their quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract, including all charges in their rates and prices.
- vii. In submitting its quotation, a bidder will be submitting its best and final offer.

## 4. Validity of quotation

- i. Bidders are committed to retain the validity of the quotation for a period of sixty (60) days from the closing date for the submission of the RFQ as shown in Section 2 above.
- ii. The Managing Authority may, at its own discretion, extend the deadline for submission of quotations. The Managing Authority will upload a notice in this regard on the website [www.eufunds.gov.mt](http://www.eufunds.gov.mt).

## 5. Evaluation of quotations and award

- i. This Request for Quotations is being issued in line with the Public Procurement Regulations 2016 (Legal Notice 352 of 2016).
- ii. The evaluation of the quotations will be based on compliance with the requirements.
- iii. In the interest of transparency and equal treatment and without being able to modify their quotations, bidders may be required, at the sole written request of the Managing Authority, to provide clarifications.
- iv. When arithmetical errors are identified, such errors will be corrected. The unit price provided by

- the bidders in their quotes will be deemed to be the final price and may not be altered after the submission deadline.
- v. In the event that an arithmetical error is identified, the amount stated in the quotation will be adjusted and the bidder will be bound by that adjusted amount. The revised price will be communicated to the bidder.
  - vi. Quotations that do not meet the requirements set out in this RFQ will not be considered further.
  - vii. This RFQ shall be awarded on the basis of the lowest price offered compliant with the requirements.
  - viii. Notification of Award shall be sent via email and published on the Managing Authority's notice board.
  - ix. The Managing Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Managing Authority reserves the right to initiate a new invitation to collect quotes.
  - x. In the event of a quotation procedure's cancellation, any bidders will be notified by the Managing Authority.
  - xi. In no circumstances will the Managing Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a quotation, even if the Managing Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Managing Authority to implement the activity announced.

## 6. Objectives

The meeting will be held on the 15<sup>th</sup> May 2020 (subject, albeit unlikely, to possibly change as per direction given by the MA) between 08:15hrs and approximately 12:00hrs (estimated and subject to change) and a minimum of 20 participants are envisaged for the above mentioned meeting. Welcome coffee and refreshments for the number of confirmed participants are foreseen as indicated in the indicative schedule hereunder.

**Note: the final number of participants shall be communicated to the service provider not earlier than 24 hours before the start of the meeting. The final charge/fee shall be based on that number, however a minimum of 20 participants are hereby confirmed for quotation purposes. i.e. The MA shall pay for a minimum of 20 participants.**

In this regard bidders are requested to indicate that the proposed room is available on the date. Also, to ensure flexibility and the smooth running of the event, the MA would require the venue to be available at least 1 hour prior to the event and 1 hour after the conclusion of the meeting. Also, the Managing Authority may request that a site visit is carried out on the eve of the event, accompanied by the person in charge of the venue. The room is to be locked up when not in use. Alternatively, the service provider is to provide a separate, lockable and accessible storeroom for the MA's own use.

Estimated meeting timings:

Meetings	15 <sup>th</sup> May 2020
Registration and welcome coffee	08:15hrs – 09:00hrs
Monitoring Committee Meeting	09:00hrs – 12:00hrs (approx.)

## 7. Response requirements

When submitting their offer, bidders are expected to provide a complete and comprehensive response to this Request for Quotations. Responses should include the following:

- a. **Annex I:** Details of Bidder using **Annex I**;
- b. **Annex II:** Technical Offer Template duly filled;
- c. **Annex III:** Bidder's financial offer.

## 8. Requirements for award

The service provider is expected to satisfy the venue, meeting rooms and catering requirements specified in the following sections.

## 9. Service requirements

### Venue Requirements

Type	Requirements
Hotel/venue classification	Four- or five-star hotel OR conference venue
Location	Valletta or Floriana
Assistance needed	One (1) technician to set up, dismantle and be on call during actual event
Accessibility	Venue should have full accessibility and facilities for persons with disability in line with the guidelines set by the Commission for the Rights of Persons with Disability.
Parking	The availability of <b>at least</b> 5 free parking spaces is preferred. Alternative parking solutions will also be considered.

### Catering requirements

Type	Requirements
Water	Flowing still and sparkling water <b>per delegate around the table throughout the meeting</b>
Welcome coffee  (to be served in a separate room/area from the Meeting Room with <b>appropriate and clear signage</b> leading from one room/area to another)	To be served from 08:15 hrs to 09:00 hrs. This shall include: <ol style="list-style-type: none"> <li>Coffee and tea;</li> <li>Still and sparkling water;</li> <li>A selection of two (2) fruit juices;</li> <li>A selection of four (4) savoury items and plain, chocolate and custard croissants, fresh fruit cuts and biscuits</li> </ol>
Service	An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during welcome coffee

### Meeting Room specifications and requirements

Type	Specifications
Thermal comfort	Air-Conditioning
Lighting	Well-lit room with appropriate dimming / shading for clearly visible on-screen projections from all corners of the room.

Directions	Appropriate directional signage stands in the entrance / lobby area leading to the meeting room (artwork may be provided by FPD but printed by the service provider / venue). Directional signage should also be set up in the parking area if applicable for participants using such facilities.
Location	Room is to be located away from any noise. This includes noise emanating from other events, other patrons/visitors, air-conditioning or other systems and any ongoing works.
Security	Room should be locked when not in use, or else, the service provider is to provide a separate, lockable and accessible storeroom for MA's own use.
Shape	U-shape set-up (please refer to Annex IV)
Sound	<ul style="list-style-type: none"> <li>• One (1) P.A. System;</li> <li>• Five (5) table microphones on the head table (the head table will be part of the U-shape set up, please refer to attached drawing at Annex IV;</li> <li>• One table microphone per two (2) participants (excluding head table).</li> </ul>
Visual	<ul style="list-style-type: none"> <li>• One (1) projection screen to be set-up in between the ends of the U-shape;</li> <li>• One large monitor to be set-up close to top table, which makes reading from screen possible from both ends of head table;</li> <li>• One projector set up in an adequate location with suitable connections to be connected to the MA's laptop (MA's laptop will be placed on the head table).</li> </ul>
Connectivity	Availability of free wireless internet access for delegates and the MA.
Simultaneous interpretation booth	Simultaneous Interpretation Booth - fully equipped with PA system and Microphones [in booth] - number of headphones and microphones for participants shall be communicated to the service provider not earlier than 24 hours before the start of the event. This may be required by all participants, but it is more likely to be required only by a limited number of them.
Other requirements	<ol style="list-style-type: none"> <li>i. Maltese and EU Flags on flagpoles in room set-up on right-hand side of the screen;</li> <li>ii. One (1) writing pad and at least one (1) pen/pencil per delegate;</li> <li>iii. One (1) registration desk and two (2) chairs to be staffed by the MA set at the entrance to the room;</li> <li>iv. At least twenty-four (24) extensions are to be provided in the room for the use of laptops and/or other devices;</li> <li>v. Six (6) extra chairs and table to be placed at the back or side of the room;</li> <li>vi. Photocopy service – optional and to be billed if used.</li> </ol>

**10. Financing**

This quotation is being co-financed by the European Union Funds through the Technical Assistance of the European Maritime and Fisheries Fund 2014-2020.

**11. Method of payment**

Payment will be affected following the issuing of a valid invoice, certified correct by the Managing Authority (based on the number of participants as confirmed by the MA 24 hours prior to the event).

**12. Law**

By submitting their offers, bidders are accepting that this procedure is regulated by Maltese law, and are deemed to know all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and the resulting contract.

**13. Data protection**

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the Managing Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with national and/or EU law.

**14. Gender equality**

In carrying out its obligations in pursuance of this contract, the service provider shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

**15. Force Majeure**

Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under this Agreement, was not attributable to error or negligence on their part, and proves insurmountable in spite of all due diligence. Defects in equipment or material or delays in making them available (unless due to force majeure), labour disputes, strikes or financial difficulties cannot be invoked as force majeure by the defaulting party. Neither of the parties shall be held in breach of their obligations under the Agreement if they are prevented from fulfilling them by force majeure. The parties shall make every effort to minimise any damage due to force majeure.

**16. Coronavirus Covid-19**

In case of the aggravation of the the COVID-19 situation, directives issued by the Malta Health Authorities, and/or directives imposed by the Government of Malta, the event can be cancelled without any penalties for either side, until 3 working days prior to the event taking place.

## ANNEX I: DETAILS OF BIDDER

<b>Name of person submitting the bid</b>	
<b>Company</b>	
<b>Address</b>	
<b>E-mail address</b>	
<b>Telephone number</b>	
<b>Mobile phone number</b>	
<b>Company / Bidder Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Signature</b> <i>(Signature implies having read conditions of the contract and agreeing with them)</i>	
<b>ID. Card Number</b>	
<b>Date</b>	

## ANNEX II: TECHNICAL OFFER

### Venue requirements

Type	Requirements	Requirement can be met (Yes / No)	Further comments / description (if any)
Hotel/venue classification	Four- or five-star hotel OR conference venue		
Location	Valletta or Floriana		
Assistance needed	One (1) technician to set up, dismantle and be on call during actual event		
Accessibility	Venue should have full accessibility and facilities for persons with disability in line with the guidelines set by the Commission for the Rights of Persons with Disability.		
Parking	The availability of <b>at least</b> 5 free parking spaces is preferred. Alternative parking solutions will also be considered.		

### Catering requirements

Type	Requirements	Requirement can be met (Yes / No)	Further comments / description (if any)
Water	Flowing still and sparkling water <b>per delegate around the table throughout the meeting</b>		
Welcome coffee  (to be served in a separate room/area from the Meeting Room with <b>appropriate and clear signage</b> leading from one room/area to another)	To be served from 08:15 hrs to 09:00 hrs. This shall include: <ul style="list-style-type: none"> <li>a. Coffee and tea;</li> <li>b. Still and sparkling water;</li> <li>c. A selection of two (2) fruit juices;</li> <li>d. A selection of four (4) savoury items and plain, chocolate and custard croissants, fresh fruit cuts and biscuits</li> </ul>		



Service	An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during welcome coffee		
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### Meeting Room specifications and requirements

Type	Specifications	Requirement can be met	Further comments /
Thermal	Air-Conditioning		
Lighting	Well-lit room with appropriate dimming / shading for clearly visible on-screen projections from all corners of the room.		
Directions	Appropriate directional signage stands in the entrance / lobby area leading to the meeting room (artwork may be provided by FPD but printed by the service provider / venue). Directional signage should also be set up in the parking area for participants using such		
Location	Room is to be located away from any noise. This includes noise emanating from other events, other patrons/visitors, air-conditioning or		
Security	Room should be locked when not in use, or else, the service provider is to provide a separate, lockable and accessible storeroom for MA's own use.		
Shape	U-shape set-up (please refer to Annex IV)		
Sound	<ul style="list-style-type: none"> <li>• One (1) P.A. System;</li> <li>• Five (5) table microphones on the head table (the head table will be part of the U-shape set up, please refer to attached drawing at Annex IV);</li> <li>• One table microphone per two (2) participants (excluding head table).</li> </ul>		
Visual	<ul style="list-style-type: none"> <li>• One (1) projection screen to be set-up in between the ends of the U-shape;</li> <li>• One large monitor to be set-up close to top table, which makes reading from screen possible from both ends of head table;</li> <li>• One projector set up in an adequate location with suitable connections to be connected to the MA's laptop (MA's laptop will be placed on the head table).</li> </ul>		
Connectivity	Availability of free wireless internet access for delegates and the MA.		

<p>Simultaneous interpretation booth</p>	<p>Simultaneous Interpretation Booth - fully equipped with PA system and Microphones [in booth] - number of headphones and microphones for participants shall be communicated to the service provider not earlier than 24 hours before the start of the event. This may be required by all participants, but it is more likely to be required only by a limited number of them.</p>		
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>i. Maltese and EU Flags on flagpoles in room set-up on right-hand side of the screen;</li> <li>ii. One (1) writing pad and at least one (1) pen/pencil per delegate;</li> <li>iii. One (1) registration desk and two (2) chairs to be staffed by the MA set at the entrance to the room;</li> <li>iv. At least twenty-four (24) extensions are to be provided in the room for the use of laptops and/or other devices;</li> <li>v. Six (6) extra chairs and table to be placed at the back or side of the room;</li> <li>vi. Photocopy service – optional and to be billed if used.</li> </ul>		

### ANNEX III: FINANCIAL BID

**Cost per person including all services listed in this Request for Quotation**

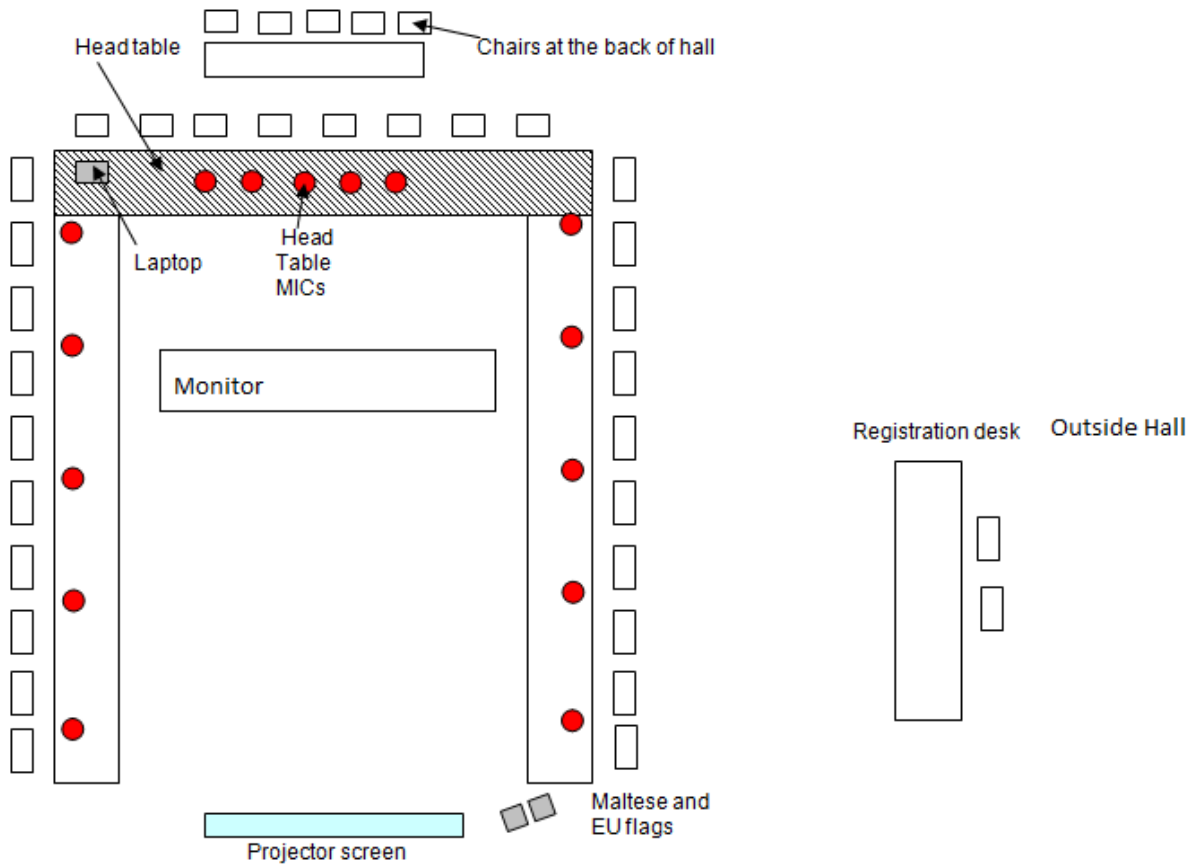
ITEM	AMOUNT €
Cost per person excluding VAT	
VAT (18%)	
Cost per person Including VAT	

**Supplier's Rubber Stamp (if available):**

**Signature:** \_\_\_\_\_

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

## ANNEX IV: VENUE SET UP



*P.S.: The number of chairs around the table is **NOT** equivalent to the actual number of participants attending. This number will be confirmed by the client prior to the event.*

*P.S. 1: The laptop will be provided by the client.*

*P.S. 2: The registration desk may be placed outside the meeting room, depending on size of room and adjacent facilities.*