



PARLIAMENTARY SECRETARIAT  
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE

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**REQUEST FOR QUOTATIONS (MEAE/FPD/117/2019)  
EUROPEAN MARITIME AND FISHERIES FUND (EMFF) 2014-2020  
Hiring of a meeting room, equipment and catering services**

**CLOSING DATE:  
Wednesday 23 October 2019 (NOON)**



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



*Investing in sustainable fisheries and aquaculture*

## Section 1: Specifications

### 1.0 General Background

The Funds and Programmes Division (FPD) within the Parliamentary Secretariat for European Funds and Social Dialogue, Ministry for European Affairs and Equality, is requesting quotations:

1. **hiring of a meeting room, and related equipment**
2. **and catering services** for a workshop to be held on **Monday 28 October 2019**.

The cost of the venue rental as well as other services requested will be part-financed by the European Union under the European Maritime and Fisheries Fund 2014-2020.

The selection of the successful bidder will be made in accordance with the *Public Procurement Regulations* (LN 352 of 2016) and the price excluding VAT shall be the sole award criterion.

### 2.0 Timetable

<b>Date of Publication of RfQ</b>	Friday 18 October 2019
<b>Deadline for submission of Quotations</b>	Wednesday 23 October 2019 at 10:00am
<b>Workshop date</b>	Monday 28 October 2019

### 3.0 Date, time and number of participants

The workshop will be held on Monday 28 October 2019 at 10:00am and nine (9) persons shall be participating. Although in terms of the agenda the event shall start at 10:00am, in order to ensure flexibility and the smooth running of the event, the bidder is to make the room available from 08:00am. It is envisaged that the workshop will finish by 17:00pm.

At the time of registration, welcome tea/coffee/water/juice together with some pastries will be served for about 30 minutes. Registration will be at 09:30am, whilst proceedings will start at 10:00am. Tea, coffee and water shall be made available throughout the whole day. There shall be a one-hour stand-up lunch break at 13:00pm. The afternoon session shall then commence at 14:00pm until 17:00pm. *Timings may slightly vary.*

Estimated event timings:

<b>Welcome coffee</b>	09:30am – 10:00am
<b>Morning session</b>	10:00am – 13:00pm
<b>Stand-up lunch break</b>	13:00pm – 14:00pm
<b>Afternoon session</b>	14:00pm – 17:00pm

#### 4.0 Venue and equipment requirements

The bidder is required to provide the following requirements for the venue and meeting room for the workshop:

<b>Category</b>	<b>Requirement</b>
Minimum comfort rating of hotel	Four stars
Facility	A workshop room where the event will take place on Monday 28 October 2019
Location	Any locality on the island of Malta
Accessibility	Venue should be fully accessible to persons with a disability in line with the Guidelines set by the National Commission Persons with Disability
Room layout and seating style	The room should be large enough for nine [9] persons to be split into two [2] separate groups for breakout sessions  The room should have a flexible seating style:  One [1] head table with a capacity of two [2] chairs One [1] chair for each participant Four [4] rectangular tables
Connectivity	Free internet access through wireless connectivity, and telephone connection in room
Lighting	Natural lighting
Thermal comfort	Air conditioning
Others	Maltese flag on a flagpole set up on right-hand side of screen/room
	EU flag on a flag pole set up on right-hand side of screen/room
Directions	Directional signage stands at all venue access points and leading to proposed room (artwork to be provided by the FPD but printed by the service provider)
Security	Room is to be locked up when not in use.
Accessibility	Full accessibility to rooms and facilities for persons with a disability, in line with the Guidelines set up by the National Commission for the Rights of Persons with Disability
Technical support	One technician to set up the necessary equipment before the workshop and to be on call while the workshop is underway
Parking	Provision of minimum three [3] free parking spaces
Visual equipment	Projector: to be set up as indicated by the FPD prior to the event. There should be the facility to connect a laptop to the projector and this is to be set-up by the contractor as indicated by the FPD prior to the event.  Projection screen to be set up behind head table
Flipchart and flipchart paper	Two [2] flipcharts and one [1] flipchart paper
Whiteboard and whiteboard duster	<b>INCLUDE:</b> One [1] mobile whiteboard together with a whiteboard duster and markers

Connectivity	Availability of free wireless internet access and free telephone connection in room
Photocopying	This is to be billed only according to the number of copies (if any) made for the FPD during the workshop. Quotations are to include the cost of one [1] grayscale and one [1] colour photocopy.
Other	Notepads, ballpoint pens and mints for 9 participants

## 5.0 Catering requirements

<b>Category</b>	<b>Requirement</b>
Welcome coffee	Coffee, tea, water and one [1] type of juice; and a selection of chocolate and custard croissants
Water/coffee/tea	Water/coffee/tea made available throughout the whole day  The quotation should be based on twenty [20] 75cl water bottles: nine [9] mineral still; nine [9] sparkling  An extra supply of water bottles [still/sparkling] is to be made available should consumption exceed the twenty [20] bottles. The invoice shall be issued according to the number of water bottles consumed.
Stand-up lunch break to be served in a private area close to the meeting room	A stand up buffet lunch consisting of 12 finger food items, including a selection of hot, cold and vegetarian savoury items, and sweets (e.g. pastries).  The above finger food should be in bite-size portion.  With regard to beverages, free flowing still and sparkling water should be provided, as well as soft drinks, tea and coffee.
<b><i>Cutlery, crockery, glasses and napkins are to be provided by the service provider.</i></b>	
<b><i>The menus (or a selection thereof) should be provided with the quotation.</i></b>	
<b><i>Bidders are to note that the stand-up lunch break is to be served in a private area close to the meeting room.</i></b>	

## 6.0 Other information

Prior to selecting the service provider, an initial meeting may be called by the Funds and Programmes Division to view the proposed room in order to confirm that the requirements listed above can be met. The service provider might be requested to set up the proposed room for viewing by FPD as per layout requirements, and to ensure that technical requirements are in full functioning order.

Once the service provider is selected, a member of staff from the service provider should be made available to meet FPD officials at 08:00am on the day to ensure that the set-up is in place and that the equipment is functioning. The client may also need to deliver material for use during the meeting. This will need to be stored securely within the room or in an alternative storeroom as proposed by the service provider.

Client's approval prior to finalising any set-up, or any modifications thereto, is required.

## 7.0 Submission and contact details

The service provider is expected to satisfy the venue, meeting room and catering requirements specified above.

Interested bidders should complete and submit Section 2 of this Request for Quotations.

**All prices must show VAT separately and in full. VAT must not be incorporated in the price or shown as a percentage.** An invoice will be required after the event.

**The deadline for receipt of quotations is Wednesday 23 October 2019 at 10:00am.  
Quotations are to be submitted by email on [fpd.meae@gov.mt](mailto:fpd.meae@gov.mt)**

## Section 2

*To be filled-in by interested service providers*

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

### 1.0 Bidder's details

Company name	
Contact person	
Company address	
Telephone/Mobile number	
E-mail address	

### 2.0 Workshop venue and equipment requirements

Category	Requirement	Requirement can be met Yes/No	Additional comments/description
Facility	A workshop room where the event will take place on 28 October 2019		
Location	Any locality on the island of Malta		
Room layout and seating style	The room should be large enough for nine [9] persons to be split into two [2] separate groups for breakout sessions The room should have a flexible seating style: One [1] head table with a capacity of two [2] chairs One [1] chair for each participant Four [4] rectangular tables		
Connectivity	Free internet access through wireless connectivity, and telephone connection in room		
Lighting	Natural lighting		
Thermal comfort	Air conditioning		
Others	Maltese flag on a flagpole set up on right-hand side of screen/room		
	EU flag on a flag pole set up on right-hand side of screen/room		
Directions	Directional signage stands at all venue access points and leading to proposed room (artwork		

	to be provided by the <i>FPD</i> but printed by the service provider)		
Security	Room is to be locked up when not in use.		
Accessibility	Full accessibility to rooms and facilities for persons with a disability, in line with the Guidelines set up by the National Commission for the Rights of Persons with Disability		
Technical support	One technician to set up the necessary equipment before the workshop and to be on call while the workshop is underway		
Parking	Provision of nine [9] free parking spaces		
Visual equipment	Projector: to be set up as indicated by the <i>FPD</i> prior to the event. There should be the facility to connect a laptop to the projector and this is to be set-up by the contractor as indicated by the <i>FPD</i> prior to the event.  Projection screen to be set up behind head table		
Flipchart and flipchart paper	Two [2] flipcharts and one [1] flipchart paper pad		
Whiteboard and whiteboard duster	One [1] mobile whiteboard together with a whiteboard duster and markers		
Photocopying	This is to be billed only according to the number of copies (if any) made for the <i>FPD</i> during the workshop. Quotations are to include the cost of one [1] grayscale and one [1] colour photocopy.		
Connectivity	Availability of free wireless internet access and free telephone connection in room		
Other	Notepads, ballpoint pens and mints for 9 participants		

**Total cost of venue and equipment hire as per above requirements:**

Net:	€
Any discount (specify rate):	€
VAT (specify rate):	€
Total:	€

**Catering requirements:**

Category	Requirement	Requirement can be met Yes/No	Additional comments/description	Price per person (net of VAT)
Welcome coffee	Coffee, tea, water and one [1] type of juice; and a selection of chocolate and custard croissants			€
Water/coffee/tea	Water/coffee/tea made available throughout the whole day  The quotation should be based on twenty [20] 75cl water bottles: nine [9] mineral still; nine [9] sparkling.  An extra supply of water bottles [still/sparking] is to be made available should consumption exceed the twenty [20] bottles. The invoice shall be issued according to the number of water bottles consumed.			€
Stand-up lunch break to be served in a private area close to the meeting room	A stand up buffet lunch consisting of 12 finger food items, including a selection of hot, cold and vegetarian savoury items, and sweets (e.g. pastries). With regard to beverages, free flowing still and sparkling water should be provided, as well as tea and coffee.			€
<p><b><i>Cutlery, crockery, glasses and napkins are to be provided by the service provider.</i></b></p> <p><b><i>The menus (or a selection thereof) should be provided with the quotation.</i></b></p> <p><b><i>Bidders are to note that the stand-up lunch break is to be served in a private area close to the meeting room.</i></b></p>				

**Total cost of catering per person, as per above requirements:**

Net:	€
Any discount (specify rate):	€
VAT (specify rate):	€
Total:	€

**Total cost of catering based on 9 participants, as per above requirements:**



Net:	€
Any discount (specify rate):	€
VAT (specify rate):	€
Total:	€

**Grand total price (venue & catering)<sup>1</sup>:**

Net:	€
Any discount (specify rate):	€
VAT (specify rate):	€
Total:	€

**Official company rubber stamp:**

**Signature:**

**Name and surname of signatory:**

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<sup>1</sup> Price excluding VAT will be the sole award criterion