

REQUEST FOR QUOTATIONS

Ref No: MEAE/FPD/103/2019

Call for quotations for the provision of external and internal lighting, audio-visual equipment, exhibition stands, printing and provision of banners, and any other ancillary items in connection with the organisational set-up for an event during Notte Bianca on 5 October 2019 at Fort St Elmo

Date Published: 17 September 2019

Deadline for Submission: 25 September 2019



*Supported by the peoples of Iceland,
Liechtenstein and Norway through the
EEA and Norway Grants*

1.0 Terms of Reference

1.1) This is a call for quotations for the provision of external and internal lighting, audio-visual equipment, exhibition stands, printing and provision of banners, and any other ancillary items in connection with the organisational set-up for an event during **Notte Bianca on 5 October 2019 at Fort St Elmo, Valletta between 19:00hrs and 23:00hrs.**

1.2)

Date of Publication of RFQ	17/09/2019
On Site Meeting	10:30, on 19/09/2019
Deadline for request for any clarifications from economic operators	Noon, 23/09/2019
Last date on which additional information is issued by the Contracting Authority	Noon, 24/09/2019
Deadline for submission of offers/Opening Session	Noon, 25/09/2019

1.3) The expenditure will be financed under the Programme Operators Costs, EEA and Norway Grants 2014-2021. The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN352/2016).

1.4) Submission or participation by the bidder in more than one offer for a contract will result in the disqualification of all those for that contract in which the party is involved.

1.5) An on-site meeting is planned and interested bidders may also submit questions by email to eeanorway@gov.mt by noon of Monday 23 September 2019. The Contracting Authority will reply to submitted questions by email up to noon of Tuesday 24 September 2019.

1.6) By submitting their offer, 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 offer and the resulting contract.

1.7) Quotations must comply with the requirements as stated in this RFQ.

1.8) Quotations are to be submitted to the Contracting Authority by email to eeanorway@gov.mt by noon of Wednesday, 25 September 2019.

1.9) The cheapest technically compliant offer shall be awarded the bid.

2.0 Specifications and Conditions

2.1) General Background

The Bilateral Unit at the Funds and Programmes Division within the Ministry for European Affairs and Equality, as the National Focal Point for the EEA and Norway Grants 2014-2021 is organising a Multicultural event celebrating the 25th Anniversary of the EEA Grants, at Fort St Elmo Valletta during the Notte Bianca, on 5th October 2019. Five rooms situated on the right hand side to the main court yard in the same Fort are all booked for this event.

In Room 1, an exhibition stand, with top lighting, will be displaying the paintings received in connection with a drawing competition and a podium (to be provided by the contracting authority) will be on-site in preparation for the speeches to be delivered by Hon Carmelo Abela, Minister for Foreign Affairs and Trade Promotions and Hon Dr. Aaron Farrugia, Parliamentary Secretary for EU Funds and Social Dialogue. After his speech, Hon Dr Farrugia shall be presenting gifts to the competitors of the drawing competition. In this same room, there will also be a serving table for drinks and tea & coffee.

In Room 2, the Maltese National Focal Point (NFP) shall have a Nomadic Stand (with top lights as well) presenting the “Journey of the EEA Grants in Malta from 2004 to 2019”. In this room, there shall also be a monitor showing various videos of local projects while, in a separate part of the room, a section will be dedicated to the viewing of a 360 degrees video by means of oculus rift glasses.

In Room 3, four stands, each of them situated in each corner of the room, shall be set for four National Focal Points (NFPs) from Hungary, Latvia, Poland and Romania. Each stand shall be installed with top lights as well. There shall also be a monitor showcasing various videos. Each NFP shall have a dedicated time slot of thirty minutes to present its country and projects thereof in this same room.

Room 4 shall be used wholly as a storage room.

Room 5 shall be allocated to the Caterer’s needs, who will also be obliged to utilize a warmer, a cooler and a boiler throughout the whole event.

2.2) Specifications

2.2.1) Outdoor lighting in red, white and blue to illuminate the front and the back of the rooms, in such a way as to attract the target audience.

2.2.2) Internal general lighting to illuminate Room 1, Room 2 and Room 3 in warm white colour and the provision of any power cables and extension wires, where required. Additional supply and/or equipment, which might be required by the Caterer in Room 5 is also to be provided, bearing in mind that the Caterer shall be using an electric warmer and a cooler. A boiler for hot water on the serving table in Room 1 shall also be switched on throughout the whole event. Standard Electricity supply shall be provided by the management of Fort St Elmo.

2.2.3) Lights for the podium (to be provided by the Contracting Authority) in Room 1.

2.2.4) One (1) podium microphone in Room 1, and two (2) cordless microphones (to be used in Room 1 and Room 2) with PA system including mixer with USB compatibility and low profile speakers due to space limitations.

2.2.5) Two (2) LCD/ LED TV screens (50 to 55 inches) on stands since they cannot be affixed to the wall, with at least one (1) USB Port with good sound and a **remote control**. The exact positioning of the TV screens will be determined together with the Contracting Authority.

2.2.6) Foldable six (6) panel felt exhibition board in blue. Lights in warm white or natural light on the top of each panel are to be included. This shall be used for the exhibition of the drawings. Supplier is to provide Hook and Loop Fasteners.

2.2.7) Five (5) free standing felt exhibition stands with a preferable size of 2m height by 1.2m width, in blue colour including lights for Room 2 and Room 3. These shall be used for hanging any posters and shall include Fascia names as detailed in art.2.2.8 below. Supplier is to provide Hook and Loop Fasteners.

2.2.8) The printing and provision of six (6) Fascia names in white colour with a height of 15cm, each indicating the Financial Mechanism Office (FMO) for the EEA and Norway Grants, National Focal Point for the EEA and Norway Grants in Malta and the remaining four for the four participating countries namely Hungary, Latvia, Poland and Romania in black colour. These are to be attached to each board referred to in art.2.2.7. Supplier is to provide Hook and Loop Fasteners.

2.2.9) The printing, provision, installation and removal of a waterproof canvas banner preferably with size 3m length by 0.9m width to be mounted on the railings of the Granaries piazza. Artwork and exact positioning of banner shall be provided by Contracting Authority.

2.3.0) The printing, provision, installation and removal of a waterproof canvas banner preferably with size 3m length by 2m width. The canvas is to be mounted on an aluminum truss and shall be fixed in one of the arcades outside the rooms, overlooking the central courtyard. Supplier is also to provide suitable lighting to highlight the banner. Artwork will be provided by the Contracting Authority.

2.3.1) One (1) bouquet of fresh flowers, including stand, to be put beside the podium for Room 1.

2.3.2) On the same colour scheme as article 2.3.1, one (1) bouquet of fresh flowers to adorn the tea & coffee table.

2.3.3) Twenty (20) outdoor planters on loan to be used as a section partition.

2.3.4) Eight (8) fresh plants of different sizes to be provided on loan and to be used inside Room 1, Room 2, and Room 3, as deemed appropriate.

2.3.5) Eight (8) draped table tops, in either white or blue colour, for tables size 1.5m by 0.60m (to be provided by the Contracting Authority).

2.3.6) The supply of three (3) large bins to be used by the caterer in Room 5, one for mixed waste, one for recycled waste and one for organic waste, and three (3) small bins to be used in each of rooms 1,2 and 3.

2.3.7) In the setting up of the event, the supplier must also provide:

- Technical staff to set up and dismantle the canvas banners, the exhibition stands, all the internal and external lighting, TV screens, at the beginning and end of the event;
- Technical staff on site or on-call to sort out any technical problems (structural, electrical and/or ICT related) that may arise during the event;
- Cleaning Services at the start and end of the event, as well as after dismantling the exhibition stand elements, all the lighting, planters and plants;
- An adequate insurance coverage in case of any accidents such as fire that might arise during the event.

3.0) Other information

3.1) Payments shall be made to the winning supplier upon presentation of an invoice with a clear breakdown of the services provided.

3.2) The bidder is also to quote the VAT Registration Number in the appropriate space provided in Section 4 and provide a VAT fiscal receipt upon payment.

3.3) Delivery and installation of all items shall be done at Fort St Elmo not later than Saturday, 5 October at 1200 hrs. Supplier is to note that the site shall be made available for installation purposes as early as Friday 4 October 2019.

Section 4: To be filled in by interested service providers

4.1 Suppliers/Contractor's details

Company's name	
Contact Person's Name and Surname	
Company's Address	
E-mail Address	
Telephone or Mobile Number	
VAT Registration No.	
Signature	
Date	

4.2: Compliance Table

Product	Specifications	Quantity	Specify if requirement can be met YES/NO	Price per item exc. VAT	Total Price exc. VAT	VAT amount	Total Price including VAT
Lighting	Outdoor lighting in red, white and blue to illuminate the front and the back of the rooms to attract the target audience.	Price to be given per unit. Exact number to be confirmed with supplier					
	Internal general lighting to illuminate Room 1, Room 2 and Room 3 in warm white colour and the provision of any power cables and extension wires, where required. Additional supply and/or equipment, which might be required by the Caterer in Room 5 is	Price to be given per unit. Exact number to be confirmed with supplier					

	also to be provided, bearing in mind that the Caterer shall be using an electric warmer and a cooler. A boiler for hot water on the serving table in Room 1 shall also be switched on throughout the whole event. Standard Electricity supply shall be provided by the management of Fort St Elmo.						
	Lights for the podium (to be provided by the Contracting Authority) in Room 1.	Price to be given per unit. Exact number to be confirmed with supplier					
Sound	One (1) podium microphone, and two (2) cordless microphones to be used in Room 1 and Room 3 with PA system including mixer with USB compatibility and low profile speakers due to space limitations.	One (1) whole system as described					
Visual	LCD/ LED TV screens (50 to 55 inches) on stands since they cannot be affixed to the wall, with at least one (1) USB Port with good sound and a remote control . The exact positioning of the TV screens will be determined together with the Contracting Authority.	2					
Exhibition Boards	Foldable six (6) panel felt exhibition board in blue. Lights in warm white or natural light on the top of each panel are to be included. This shall be used for the exhibition of the drawings. Supplier is to provide Hook and Loop Fasteners.	1					
	Free standing felt exhibition stands with a preferable size of 2m height by 1.2m width, in blue colour including lights on each stand for Room 3.	5					

	These shall be used for hanging any posters and Fascia names as detailed in art.2.2.8 below. Supplier is to provide Hook and Loop Fasteners.						
	The printing and provision of Fascia names in white colour with a height of 15cm, each indicating the Financial Mechanism Office (FMO) for the EEA and Norway Grants, the National Focal Point for the EEA and Norway Grants in Malta and the remaining four for the four participating countries namely Hungary, Latvia, Poland and Romania in black colour. These are to be attached to each board referred to in art.2.2.7. Supplier is to provide Hook and Loop Fasteners.	6					
Banners	The printing, provision, installation and removal of a waterproof canvas banner preferably with size 3m length by 0.9m width to be mounted on the railings on the Granaries piazza. Artwork and exact positioning of banner shall be provided by Contracting Authority.	1					
	The printing, provision, installation and removal of a waterproof canvas banner with preferable size of 3m length by 2m width. The canvas is to be mounted on an aluminium truss and shall be fixed in one of the arcades outside the rooms, overlooking the central courtyard. Supplier is also to provide suitable light for the banner. Artwork is to be provided by Contracting Authority.	1					

Other items	Bouquet of fresh flowers including stand for Room 1 to be put beside the podium. The podium is being supplied by the Contracting Authority. (same colour scheme as other bouquet of flowers)	1					
	Bouquet of fresh flowers to adorn the tea & coffee table (same colour scheme as other bouquet of flowers)	1					
	Outdoor planters on loan to be used as a section partition.	20					
	Fresh plants of different sizes to be provided on loan and to be used inside Room 1, Room 2, and Room 3, as deemed appropriate.	8					
	Draped table tops in either white or blue and all supplied in the same colour for tables size 1.5m by .60m (to be provided by the Contracting Authority).	8					
	Supply of large and small bins	3 Large and 3 small, 6 in total					
Technical Staff	Any charges related to technical staff on site or on-call to sort any technical problems.	Price per hour					
Insurance	Adequate Insurance Coverage in case of any accidents such as fire that might arise during the event	N/A					

Total overall price of the provision of external and internal lighting, audio-visual equipment, exhibition stands, printing and provision of banners, and any other ancillary items in connection with the organisational set-up for an event during Notte Bianca on 5 October 2019 at Fort St Elmo , (in Euro), as per above requirements and specifications:

Net:	€
Any discount: (specify rate) %	€

Vat (specify rate): %	€
Total:	€

Company Rubber Stamp: