



PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE

REQUEST FOR QUOTATIONS

Ref No: MEAE/FPD/101/2019

Date of Publication: 9 September 2019

**Provision of Catering Services and Equipment
during the 25th Anniversary of EEA Grants event on 5 October 2019
at Fort St Elmo, Valletta**

Deadline for Submission: noon of Monday 16 September 2019



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

Section 1: Specifications

1.0 General Background

The Funds and Programmes Division (FPD) within the Parliamentary Secretariat for EU funds and Social Dialogue, Ministry for European Affairs and Equality (MEAE), as the National Focal Point/Programme Operator for the EEA and Norwegian Financial Mechanisms 2014-2021, is requesting a quotation for catering services and equipment to be provided during the Multicultural event to be held at **Fort St Elmo, Valletta**, during **Notte Bianca on Saturday, 5 October 2019**.

The expenditure will be financed from the EEA and Norwegian Financial Mechanisms 2014-2021.

The selection of the successful bidder will be decided on the overall price and will take place in line with the Public Procurement Regulations (LN352/2016) and the cheapest technically compliant will be awarded the bid.

2.0 Specifications

FPD, as the contracting authority, requires the following catering services and equipment, namely:

No	Product	Specifications	No of Persons
1	Welcome drink and finger food for foreign National Focal Points (NFPs), participating in the event on the stand at 18:00 hrs	<p>Nine (9) Finger food items for foreign participants, including:</p> <p><i>Galletti</i> various types of <i>gbejniet</i> <i>ħobż biż-żejt</i> <i>pastizzi (rikotta)</i> <i>pastizzi (piżelli)</i> spinach <i>qassatat</i> sandwiches wraps and pizza.</p> <p>Food items are to include vegetarian and gluten free options as well.</p> <p>Wine will be provided by the contracting authority while the service provider is to provide soft drinks, still and sparkling water and orange juice. Coffee and tea facilities are also to be provided on the stand throughout the event.</p>	20

2	<p>Light catering for prize-giving ceremony to participants of Drawing Competition To be held between 20:30 and 21:00 hrs</p>	<p>Sixteen (16) finger food items for youngsters, parents and relatives, following the presentation of prizes to the participants by Hon Dr Aaron Farrugia, Parliamentary Secretary.</p> <p>Food items are to include:</p> <p><i>Galletti</i> various types of <i>gbejniet</i> open sandwiches wraps <i>ħobż biż-żejt</i> <i>pastizzi (rikotta)</i> <i>pastizzi (piżelli)</i> spinach <i>qassatat</i> <i>arancini</i> <i>timpana</i> pizza stuffed olives <i>Imqaret</i> <i>pastini tal-lewż</i> <i>qagħaq tal-ghasel</i> and fruit kebabs</p> <p>Food items are to include vegetarian and gluten free options as well.</p> <p>Soft drinks, still and sparkling water, orange juice and coffee and tea facilities are to be provided by the service provider.</p>	50
3	<p>General</p>	<p>Warmer/s, cooler/s and cleaning facilities are to be provided on site by the bidder.</p> <p>Wine and water glasses, coffee and tea cups and saucers and napkins are to be provided.</p> <p>Three (3) bistro tables, complete with table cloths, are to be provided as well.</p> <p>The services of two (2) waiters, including preparation and serving of food and drinks, are to be provided throughout the event, primarily between from 17:30 to 22:30 hrs.</p> <p>Delivery and installation is to be carried out at Fort St Elmo, not later than 17:00 hrs on Saturday 5 October 2019. It is to be noted that there is a 60m walk from the parking area to the venue which is on the same level.</p>	

3.0 Procedure

3.1 Timetable

Date of Publication of RFQ	9 September 2019
Deadline for request for clarifications	noon Wednesday 11 September 2019
Deadline for submission of quotations	noon Monday 16 September 2019

3.2 Method of Submission of Quotations

3.2.1 Quotations will only be accepted directly from the service providers. Quotations received from intermediaries will not be accepted.

3.2.2 Negotiations will be conducted directly with the service providers.

3.2.3. Signed and scanned quotations are to be submitted electronically to eeanorway@gov.mt **Attn Ms Angele Azzopardi** by not later than the stipulated deadline as indicated in the Timetable (Section 3.1).

3.2.4. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late quotations.

3.2.5. Quotations submitted by any other means will not be considered.

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

3.2.7. Bidders are to submit any queries for clarifications in writing by email to eeanorway@gov.mt up to the deadline for request for clarifications stated in Article 3.1 above, specifying the reference and RFQ title. Any clarifications received after this deadline will not be considered.

3.2.8. 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 and to have included all charges in their rates and prices.

3.2.9. In submitting the quotation, the Bidder will be submitting its best and final offer.

4.0 Method of Payment

Final Payment (100%) will be executed after delivery of services and based on the Invoice issued by the winning bidder. A **VAT receipt** covering total payment must be issued thereafter.

By submitting their quotation, bidders are accepting that this procedure is regulated by Maltese law and reckoned to know all the relevant local laws, acts and regulations that may in any way affect or govern the operations and activities covered by the bid and the resultant contract.

Personal data submitted in the framework of procurement procedure and/or subsequently included in the contract shall be processed pursuant to the General Data Protection Regulation (2018).

Section 2: To be filled in by interested service providers

Quotation Ref: MEAE/FPD/101/2019

Quotation Date: _____

2.1 Supplier/Contractor's details

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

2.2 Compliance table

Product	Specifications	Qty	Specify if requirement can be met YES/NO	Price per item exc. VAT	Total Price exc. VAT	VAT Amt	Total Price inc. VAT
1	<p>Welcome drink and finger food for foreign National Focal Points (NFPs), participating in the event on the stand at 18:00 hrs</p> <p>Nine (9) finger food items for foreign participants, including:</p> <p><i>Galletti</i></p> <p>various types of <i>ġbejniet</i></p> <p><i>ħobż biż-żejt</i></p> <p><i>pastizzi (rikotta)</i></p> <p><i>pastizzi (piżelli)</i></p> <p>spinach <i>qassatat</i></p>	20					

	<p>sandwiches</p> <p>wraps and</p> <p>pizza</p> <p>Food items are to include vegetarian and gluten free options as well.</p> <p>Wine will be provided by the contracting authority while the service provider is to provide soft drinks, still and sparkling water and orange juice. Coffee and tea facilities are also to be provided on the stand throughout the event.</p>						
2	<p>Light catering for prize-giving ceremony to participants of Drawing Competition To be held between 20:30 and 21:00 hrs</p> <p>Fifteen (15) finger food items for youngsters, parents and relatives, following the presentation of prizes to the participants by the Hon Dr Aaron Farrugia, Parliamentary Secretary.</p> <p>Food items are to include:</p> <p><i>Galletti</i></p> <p>various types of <i>ġbejniet</i></p> <p>open sandwiches</p> <p>wraps</p> <p><i>ħobż biż-żejt</i></p>	50					

	<p><i>pastizzi (rikotta)</i></p> <p><i>pastizzi (piżelli)</i></p> <p>spinach <i>qassatat</i></p> <p><i>arancini</i></p> <p><i>timpana</i></p> <p>pizza</p> <p>stuffed olives</p> <p><i>imqaret</i></p> <p><i>pastini tal-lewż</i></p> <p><i>qagħaq ta' l-għasel</i> and</p> <p>fruit kebabs</p> <p>Food items are to include vegetarian and gluten free options as well.</p> <p>Soft drinks, still and sparkling water, orange juice and coffee and tea facilities are to be provided by the service provider.</p>						
<p>3</p>	<p>General</p> <p>Warmer/s, cooler/s and cleaning facilities are to be provided on site by the bidder.</p> <p>Wine and water glasses, coffee and tea cups and saucers and napkins are to be provided.</p>						

	<p>Three (3) bistro tables, complete with table cloths, are to be provided as well.</p> <p>The services of two (2) waiters, including preparation and serving of food and drinks, are to be provided throughout the event, primarily between from 17:30 to 22:30 hrs.</p> <p>Delivery and installation is to be carried out at Fort St. Elmo, not later than 17:00 hrs on Saturday, 5th October 2019. It is to be noted that there is a 60m walk from the parking area to the venue which is on the same level.</p>						
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Total overall price for the provision of CATERING SERVICES AND EQUIPMENT during the 25th ANNIVERSARY of EEA GRANTS event to be held on 5 October 2019 at FORT ST ELMO, VALLETTA (in Euro), as per above requirements and specifications:

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

Total:	€
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Company Rubber Stamp:

Signature:

Name and Surname: _____