

REQUEST FOR QUOTATIONS

Ref No: **MFEA/FPD/019/2020**

Specifications: Hiring of conference facilities and the provision of catering services in Gozo, in connection with (i) 4th Joint Committee for Bilateral Funds (JCBF) meeting on 25 March 2020 and (ii) 3rd Annual Meeting (AM) on 26 March 2020 under EEA and Norway Grants 2014-2021

Dates: Wednesday 25 March and Thursday 26 March 2020

Between: 12:30 and 17:00 and 09:00 and 13:00, respectively

Publication Date: Wednesday 19 February 2020

Deadline for Submission: Friday 28 February 2020 at noon



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, Ministry for Foreign and European Affairs (MFEA), as the National Focal Point and Programme Operator for the EEA and Norway Financial Mechanisms 2014-2021, is requesting a quotation for the hiring of conference facilities and the provision of free-flowing coffee service and standing buffet lunch in connection with the organisation of (i) 4th Joint Committee for Bilateral Funds (JCBF) meeting and (ii) 3rd Annual Meeting (AM), to be held on Wednesday 25 March 2020 between 12:30 and 17:00 and Thursday 26 March 2020 between 09:00 and 13:00, respectively. The venue must provide sufficient space for the participants to meet in a Boardroom style set up on both days with eleven (11) participants on 25 March and fourteen (14) participants on 26 March 2020. The venue must also provide video conferencing availability and strong WiFi access to all attendees.

The cost of the relevant services will be financed from the Technical Assistance of the EEA and Norway Financial Mechanisms 2014-2021 and shall be paid through the usual government procedures.

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). The cheapest technically compliant will be awarded the bid.

2.0 Date, time and number of participants

As outlined above, both events of the EEA and Norway Financial Mechanisms 2014-2021 are envisaged to be held on **Wednesday 25 March 2020 between 12:30 and 17:00** and **Thursday 26 March 2020 between 09:00 and 13:00**, with eleven (11) and fourteen (14) participants respectively. The final number of participants will be communicated to the service provider, in writing, by **noon of Monday 23 March 2020**. The final invoice shall be based on this final number.

The delivery of any documents, roll up banners and any other equipment may take place before the events. The service provider will also designate signage indicating the specific meeting room at the venue. The necessary text and logos shall be communicated by the Contracting Authority to the Service Provider, by not later than **noon of Monday 23 March 2020**.

To ensure flexibility and the smooth running of each event, the venue should be available at least one hour before the start of the event.

3.0 Venue Requirements

Type	Specifications
Eligibility	Four (4) or Five (5) Star Hotel with meeting space for each event on 25 and 26 March 2020. Quotation has to cover availability for both days. Quotations covering only one event will not be accepted. Meeting room for both days does not necessarily need to be the same room. A photo of the Meeting room to be provided shall be presented together with the quotation.
Location	Gozo
Facilities	1 Meeting room with maximum capacity of eleven (11) persons on 25 March 2020 and the same or another Meeting room for fourteen (14) persons on 26 March 2020
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 Contracting Authority but printed by the Service Provider)
Location	Room is to be located away from noise, especially if windows must be left open (this includes noise emanating from other events, from air conditioning or from other systems)
Dimensions	Ceiling height must be higher than 2.5 metres
Shape	(i) Boardroom style set-up accommodating eleven (11) participants on 25 March 2020 and

	(ii) Boardroom style set-up accommodating fourteen (14) participants on 26 March 2020
Sound	The provision of ALL audio and visual equipment, namely: <ul style="list-style-type: none"> - a PA system - a cordless clicker for PowerPoint presentation purposes and - table microphones for all speakers
Audio-visual	Video conference facilities (multiple contacts maximum two (2))
Visual	One (1) projection screen to be set-up One (1) projector One (1) Flip chart Flip chart Markers Note pads Pencils or pens
Connectivity	Availability of Strong WiFi access in Meeting room for all participants
Accessibility	Venue should have full accessibility and facilities to persons with disability in line with the Guidelines set by the National Commission for Persons with Disability
Assistance	One (1) technician on call during set-up and dismantling, and during the events
Other requirements	Space for roll-up banner

4.0 Catering Requirements

Type	Requirements
Stand-up Buffet	A Stand-up Buffet Lunch to be served at around 12:30 outside the Meeting room on 25 March 2020. This should include an assortment of eight (8) different food items for 11 persons, including vegan, vegetarian and gluten-free options, plus two (2) types of desserts (one of which must include fruit), still and sparkling water and a selection of fruit juices and soft drinks. A list of the items to be provided shall be presented together with the quotation. Waiter service is to be provided during the Stand-up Buffet lunch
Free-flowing Coffee Service	The provision of Free-flowing Coffee Service inside the Meeting room (from 13:45 to 17:00 on 25 March and 09:00 to 13:00 on 26 March 2020) that should include a selection of coffee, tea, herbal tea, water (still and sparkling) and a selection of fruit juices. This is to be accompanied by two (2) food items that can include pastries, biscuits and/or cake for all participants (eleven (11) persons on 25 March and fourteen (14) persons on 26 March 2020). As this is a self-service, waiter service is to be provided only to replenish items

5.0 Other information

It is the prerogative of the Contracting Authority to organise an initial meeting, as and if required, so as to view the venue/s in order to confirm and ensure functional technical requirements. The Service Provider may be requested to set up the proposed Meeting 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 Funds and Programmes Division (FPD) officials before the start of the event to ensure that the set-up is in place and that the equipment is functioning properly.

6.0 Procedure

Date of Publication of RFQ	Wednesday 19 February 2020
Deadline for request for clarifications	noon Monday 24 February 2020
Deadline for submission of quotations	noon Friday 28 February 2020

7.0 Submission and Contact Details

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

Negotiations will be conducted directly with the venue.

Interested Service Providers are to fill-in and submit Section 2 of this Request for Quotation, in full, within the stipulated deadline.

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 a 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 of Monday 24 February 2020**. Any clarifications received after this deadline will not be considered.

Quotations are to be submitted by **noon of Friday 28 February 2020** by email to the following contact details:

Name: Attn: Angele Azzopardi / Alison Grech
Tel: 2200 1151 / 2200 1115
Email: eeanorway@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.

8.0 Method of Payment

Final Payment (100%) will be executed after delivery of services and based on the Invoice issued by the winning bidder. A **fiscal 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 DATA Protection Act (2018)

Section 2: To be filled in by interested Service Providers

Quotation Date: _____

Supplier's/Contractor's details

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

Requirements

Type	Requirements	Specify if requirement can be met Yes/No	Global price excluding VAT	Global price inclusive of VAT
Eligibility	Four (4) or Five (5) Star Hotel with meeting space for each event on 25 and 26 March 2020. Quotation has to cover availability for both days. Quotations covering only one event will not be accepted. Meeting room for both days does not necessarily need to be the same room. A photo of the Meeting room to be provided shall be presented together with the quotation.			
Location	Gozo			

Facilities	1 Meeting room with maximum capacity of eleven (11) persons on 25 March 2020 and the same or another Meeting room for fourteen (14) persons on 26 March 2020			
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 Contracting Authority but printed by the Service Provider)			
Location	Room is to be located away from noise, especially if windows must be left open (this includes noise emanating from other events, from air conditioning or from other systems)			
Dimensions	Ceiling height must be higher than 2.5 metres			
Shape	(i)Boardroom style set-up accommodating eleven (11) participants on 25 March 2020 and (ii)Boardroom style set-up accommodating fourteen (14) participants on 26 March 2020			
Sound	The provision of ALL audio and visual equipment, namely: - a PA system			

	<ul style="list-style-type: none"> - a cordless clicker for PowerPoint presentation purposes and - table microphones for all speakers 			
Audio-visual	Video conference facilities (multiple contacts maximum two (2))			
Visual	<p>One (1) projection screen to be set-up</p> <p>One (1) projector</p> <p>One (1) Flip chart</p> <p>Flip chart Markers</p> <p>Note pads</p> <p>Pencils or pens</p>			
Connectivity	Availability of Strong WiFi access in Meeting room for all participants			
Accessibility	Venue should have full accessibility and facilities to persons with a disability in line with the Guidelines set by the National Commission for Persons with Disability			
Assistance	One (1) technician on call during set-up and dismantling, and during the events			
Other requirements	Space for roll-up banner			
	Global price			

Type	Requirements	Price per person (excluding VAT)	Global Price based on 25 persons (excluding VAT)	Global Price based on 25 persons (including VAT)
Stand-up Buffet	<p>A Stand-up Buffet Lunch to be served at around 12:30 outside the Meeting room on 25 March 2020. This should include an assortment of eight (8) different food items for 11 persons, including vegan, vegetarian and gluten-free options, plus two (2) types of desserts (one of which must include fruit), still and sparkling water and a selection of fruit juices and soft drinks. A list of the items to be provided shall be presented together with the quotation. Waiter service is to be provided during the Stand-up Buffet lunch</p>			
Free-flowing Coffee Service	<p>The provision of Free-flowing Coffee Service inside the Meeting room (from 13:45 to 17:00 on 25 March and 09:00 to 13:00 on 26 March 2020) that should include a selection of coffee, tea, herbal tea, water (still and sparkling) and a selection of fruit juices. This is to be accompanied by two (2) food items that can include pastries,</p>			

	biscuits and/or cake for all participants (eleven (11) persons on 25 March and fourteen (14) persons on 26 March 2020). As this is a self-service, waiter service is to be provided only to replenish items			
	Global Price			
	Final price (including Meeting room, equipment including videoconferencing, services of a technician and catering)			

Company Rubber Stamp:

Signature:

Name and Surname: _____