

REQUEST FOR QUOTATIONS

Ref No: OPM/FPD/023/2021

Specifications: (i) Hiring of video-conference facilities and the provision of catering services in connection with the Joint Committee for Bilateral Funds meeting on 23 November 2021 and (ii) Hiring of conference facilities and the provision of catering services for the Bilateral Monitoring Meetings on 24 November 2021 under the EEA and Norway Grants 2014-2021

Dates: Tuesday 23 November 2021 between 09:30 – 14:00 and

Wednesday 24 November 2021 between 09:00 – 17:30

Deadline for Submission: Thursday 18 November 2021 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, Office of the Prime Minister (OPM) as the National Focal Point/Programme Operator (NFP/PO) for the EEA and Norway Financial Mechanisms 2014-2021, is requesting a quotation for the following:

(i) Hiring of Video-Conference facilities and the Provision of Free-flowing coffee and pastries and seated buffet or plated 3 course lunch in connection with the organisation of the JCBF between 10:00 (coffee which is to be located on the same Conference table will commence at 09:30) and 14:00 on 23 November 2021 and

(ii) Hiring of Conference facilities and the Provision of Free-flowing coffee and pastries and seated buffet or plated 3 course lunch in connection with the organisation of the Bilateral Monitoring Meetings between 09:30 (coffee which is to be located in a remote corner of the room if latter is large enough to accommodate this or in a separate location, will commence at 09:00) and 17:30 on 24 November 2021.

The venue must provide sufficient space for 6 persons to meet in a U-shaped or conference table set up on 23 November 2021 and in a cabaret-style set up with 4 persons on the rectangular shaped head table and 2 round tables x 5 persons per table on 24 November 2021. The participants seated on the 2 tables will be interchanged 4 times as follows: Group 1 for PDP3 (5 participants): 09:30 – 11:30, Group 2 for PDP4 (7 participants): 11:30 – 12:30, Group 3 for PDP1 (9 participants): 14:00 – 16:00 and Group 4 for PDP2 (6 participants): 16:00 – 17:00. The venue must also provide strong WiFi access to all attendees. The 2 round tables need to be sanitised as per Covid 19 Regulations after each Group session ends.

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 **Tuesday 23 November 2021** between 09:30 and 14:00 and **Wednesday 24 November 2021** between 09:00 and 17:30, with 6 and a maximum of 13 participants, in attendance at any one time, respectively. The final number of participants will

be communicated to the service provider, in writing, by **COB Friday 19 November 2021**. 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 **COB Friday 19 November 2021**.

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

3.0 Venue Requirements

Type	Specifications
Eligibility	Four (4) or Five (5) Star hotel or equivalent with space for each event on 23 and 24 November 2021. Quotations have to cover availability for both days. Quotations covering only one event will not be accepted. Room for both days does not necessarily need to be the same one.
Location	Attard, Balzan, Floriana, Mdina, Rabat and Valletta Malta
Facilities	1 room with maximum capacity of 6 persons on 23 November 2021 and the same or another room for a maximum of 13 (4 + 9) persons on 24 November 2021 Photo of room is to be supplied with the quote
Heating Comfort	Air-Conditioning and well-ventilated room/s
Lighting	Well-lit room/s but providing for appropriate dimming / shading for clearly visible projections from all corners of the room
Security	The room should be locked when not in use on day 24 November 2021

Directions	Appropriate directional signage stands to the meeting room (artwork to be provided by Contracting Authority but printed by the service provider)
Location of room/s	Room/s is/are 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)
Shape	<ul style="list-style-type: none"> i. U-shaped set-up or conference table accommodating 6 persons on 23 November 2021 and ii. Rectangular head table accommodating 4 persons and 2 round tables for a maximum of 9 participants on 24 November 2021
Sound	<p>The provision of ALL audio and visual equipment, namely:</p> <ul style="list-style-type: none"> i. a PA system for 23 and 24 November 2021 ii. a cordless clicker for PowerPoint presentation purposes for 24 November 2021 iii. Four (4) table microphones on the head table for 24 November 2021 iv. One central microphone on each round table (for 24 November 2021)
Visual	<ul style="list-style-type: none"> i. Video conference facilities on 23 November 2021 One (1) projection screen to be set-up for 24 November 2021 One (1) projector for 24 November 2021 set up in an adequate location with suitable connections to be connected to the NFP/PO's laptop on the head table. ii. One monitor to be set up close to top table, which makes reading from the screen possible from both ends of the head table. note pads for the participants on 23 and 24 November 2021 Pencils or pens for the participants on 23 and 24 November 2021

Connectivity	Availability of Strong WiFi access in the Conference rooms 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	<ul style="list-style-type: none"> i. Space for roll-up banner ii. The 2 round tables need to be sanitised as per Covid 19 Regulations after each Group session ends on 24 November 2021

4.0 Catering Requirements

Type	Requirements
Free-flowing Coffee Service	<ul style="list-style-type: none"> i. The provision of a free-flowing coffee service and pastries presented on the Conference table at 09:30 till 12:00 on 23 November 2021 ii. The provision of a free-flowing coffee service and pastries located within a remote corner of the room if room is large enough to accommodate this or outside the Conference room at 09:00 till 12:30 and 13:30 till 17:30 on 24 November 2021

	<p>The coffee service is to include a selection of coffee, tea, herbal tea, water (still and sparkling) and orange juice. These are to be accompanied by two (2) food items namely pastries and cake for all participants (6 persons on 23 November 2021 and a maximum of 31 persons on 24 November 2021). Waiter service to be provided throughout the whole service.</p>
<p>Seated buffet or plated lunch</p>	<p>A seated buffet or 3 course plated lunch including starter, main meal and dessert, is to be served outside the Conference Room at around 12:00 on 23 November 2021 and at around 12:45 on 24 November 2021. The buffet or plated lunch should include an assortment of eight (8) different food items for 6 persons on 23 November 2021 and for 4 persons on 24 November 2021. Items should include a vegetarian option, plus two (2) types of desserts (one of which must include fruit), juices (including orange juice), still and sparkling water and a selection of soft drinks. The food items in sample menus are to vary from one day to another. A list of the items to be provided shall be presented together with the quotation. Waiter service to be provided during the seated buffet or plated lunch.</p>

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 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 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 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 Tuesday 16 November 2021**. Any clarifications received after this deadline will not be considered.

Quotations are to be submitted by **noon of Thursday 18 November 2021** by email to the following contact details:

Name:	Attn: Alison Grech / Angele Azzopardi
Tel:	2200 1115 / 2200 1151
Email:	alison.a.grech@gov.mt/ angele.azzopardi@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.

7.0 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	Please add further comments/description	Specify price (in Euro) per person/per item (net of VAT)
Eligibility	Four (4) or Five (5) Star hotel or equivalent with space for each event on 23 and 24 November 2021. Quotations have to cover availability for both days. Quotations covering only one event will not be accepted. Room for both days does not necessarily need to be the same one.			
Location	Attard, Balzan, Floriana, Mdina, Rabat and Valletta Malta			

Facilities	1 room with maximum capacity of 6 persons on 23 November 2021 and the same or another room for a maximum of 13 (4 + 9) persons on 24 November 2021. A photo of the room/s is to be provided with the quote			
Heating Comfort	Air-Conditioning and well-ventilated room/s			
Lighting	Well-lit room/s but providing for appropriate dimming / shading for clearly visible projections from all corners of the room			
Security	The room should be locked when not in use on day 24 November 2021			
Directions	Appropriate directional signage stands to the meeting room (artwork to be provided by Contracting Authority but printed by the service provider)			
Location of room/s	Room/s is/are 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)			
Shape	U-shaped or conference table set-up accommodating 6 persons on 23 November 2021 and Rectangular head table accommodating 4 persons and 2 round tables for a maximum of 9 participants on 24 November 2021			

Sound	<p>The provision of ALL audio and visual equipment, namely:</p> <ul style="list-style-type: none"> i. a PA system for 23 and 24 November 2021 ii. a cordless clicker for PowerPoint presentation purposes for 24 November 2021 and iii. Four (4) table microphones on the head table for 24 November 2021 iv. One central microphone on each round table for 24 November 2021 			
Visual	<p>Video conference facilities on 23 November 2021</p> <p>One (1) projection screen to be set-up for 24 November 2021</p> <p>One (1) projector for 24 November 2021 set up in an adequate location with suitable connections to be connected to the NFP/PO's laptop on the head table.</p> <p>One monitor to be set up close to top table, which makes reading from the screen possible from both ends of the head table.</p> <p>Note pads for the participants on 23 and 24 November 2021</p> <p>Pencils or pens for the participants on 23 and 24 November 2021</p>			

Connectivity	Availability of Strong WiFi access in the Conference rooms 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 The 2 round tables need to be sanitised as per Covid 19 Regulations after each Group session ends on 24 November 2021			
Free-flowing coffee service	The provision of a free-flowing coffee service and pastries presented on the Conference table at 09:30 till 12:00 on 23 November 2021 The provision of a free-flowing coffee service and pastries located within a remote corner of the room if room is large enough to accommodate this or outside the Conference room at 09:00 till 12:30 and 13:30 till 17:30 on 24 November 2021 The coffee service is to include a selection of coffee, tea, herbal tea, water (still and sparkling) and orange juice. These are to be accompanied by two			

	(2) food items namely pastries and cake for all participants (6 persons on 23 November 2021 and a maximum of 31 persons on 24 November 2021). Waiter service to be provided throughout the whole service.			
Seated buffet or plated lunch	A seated buffet or 3 course plated lunch including starter, main meal and dessert is to be served outside the Conference Room at around 12:00 on 23 November 2021 and at around 12:45 on 24 November 2021. The buffet or plated lunch should include an assortment of eight (8) different food items for 6 persons on 23 November 2021 and for 4 persons on 24 November 2021. Items should include a vegetarian option, plus two (2) types of desserts (one of which must include fruit), juices (including orange juice), still and sparkling water and a selection of soft drinks. The food items in sample menus are to vary from one day to another. A list of the items is being presented together with the quotation. Waiter service to be provided during the seated buffet or plated lunch.			
Waiter Service	Waiter service to be provided during the free-flowing coffee service and the seated buffet or plated lunch on 23 and 24 November 2021			

Total cost of hiring of venue/s including facilities (in Euro) as per above requirements:

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

Total cost of free-flowing coffee service (in Euro) on a per-person basis as per above requirements:

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

Total cost of seated buffet lunch (in Euro) on a per-person basis as per above requirements:

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

Global cost of Hiring of Venue/s including facilities, free-flowing coffee service based on 6 + 31 = 37 participants (for both days) and seated buffet lunch (in Euro) based on 6 + 4 = 10 participants (for both days), as per above requirements:

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

Total:	€
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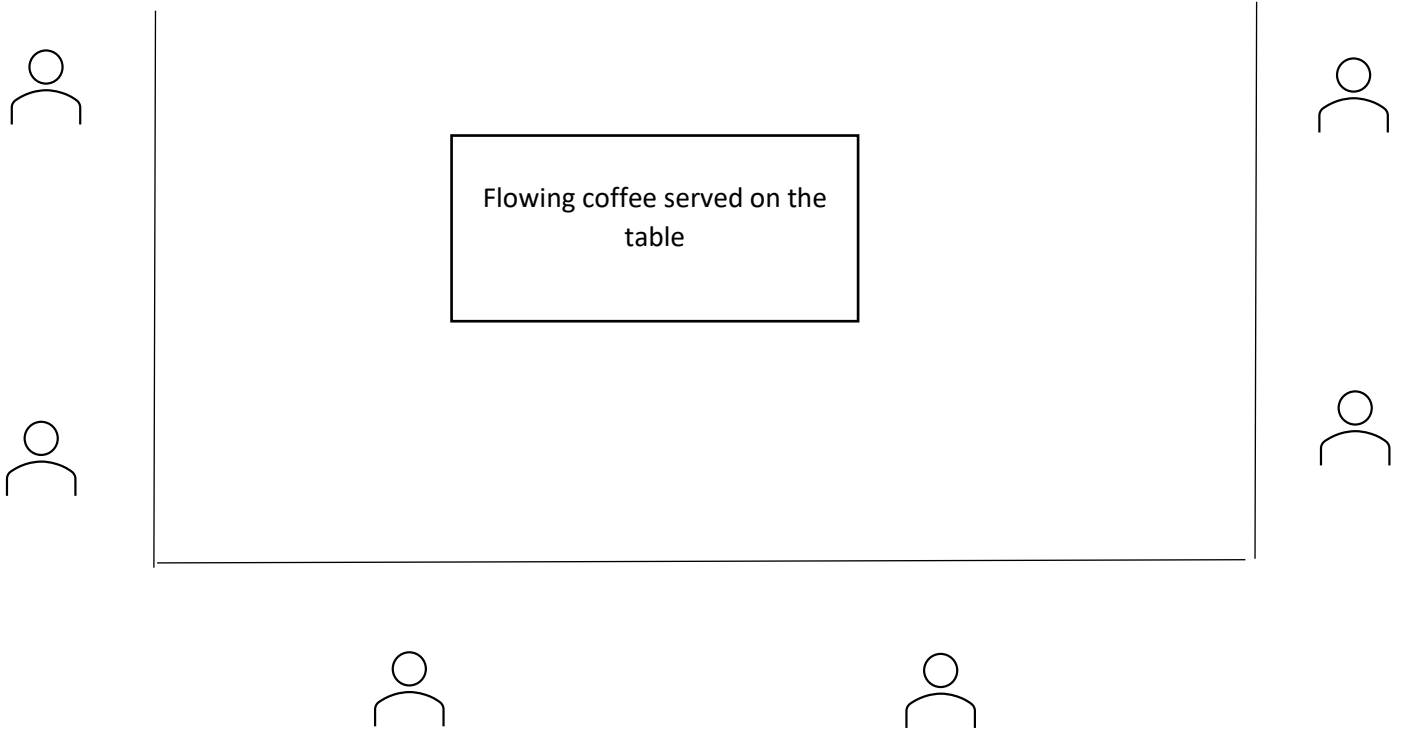
Company Rubber Stamp:

Signature:

Name and Surname: _____

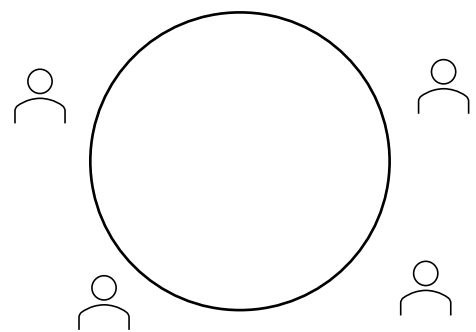
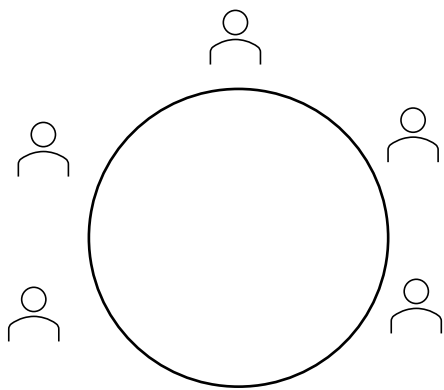
Annex 1 -Room Plan for the 23rd November 2021

Video conference screen



Annex 2 - Room Plan for the 24th November 2021

Projector screen



Monitor

