



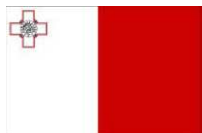
REQUEST FOR QUOTATIONS

Ref No: MEAIM/FPD/082/2017

Hiring of conference facilities and the provision of catering services in connection with the Closing Event: EEA and Norway Financial Mechanisms 2009-14

envisaged to be held on 23 June 2017,
between 11:30am – 15:00pm

Deadline for Submission: 8 June 2017 at noon



*Supported by a grant from Iceland,
Liechtenstein and Norway through the
EEA and Norway Grants 2009-2014*



Section 1: Specifications

1.0 General Background

The Funds and Programmes Division (FPD) within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds, Ministry for European Affairs and Implementation of the Electoral Manifesto (MEAIM), as the National Focal Point/Programme Operator for the EEA and Norway Financial Mechanisms 2009-14, is requesting a quotation for the hiring of conference facilities and the provision of catering services required for one welcome standing buffet lunch and one end-of-event refreshments in connection with the Closing Event of the EEA and Norway Financial Mechanisms 2009-14, which is envisaged to be held on Friday, 23 June 2017, starting at 11:30 and ending at around 15:00.

The cost of the relevant services will be co-financed from the Technical Assistance and the Programme Operator Costs of the EEA and Norwegian Financial Mechanisms 2009-14.

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 Date, time and number of participants

As outlined above, the Closing Event of the EEA/Norway Financial Mechanisms is envisaged to be held on Friday, 23 June 2017 between 11.30 and 15.00, with an average of between 30 to 80 participants in attendance. The final number of participants shall be communicated to the service provider, in writing, by noon of Thursday, 22 June 2017. The final invoice shall be based on this final number.

The delivery of any documents, roll up banners and any other equipment might take place before the event. The service provider will also designate signage indicating meeting room at the venue. The necessary text and logos shall be communicated to the service provider by not later than close of business of 22 June 2017.

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

3.0 Venue Requirements

Type	Specifications
Eligibility	Venue with space for conference

Location	Malta
Facilities	1 room with maximum seating capacity of 100
Cooling 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 included noise emanating from other events, from air conditioning or from other systems)
Dimensions	Ceiling height must be higher than 2.5 metres
Shape	Classroom style
Sound	One (1) PA System and one roving microphone
Visual	One (1) projection screen to be set-up One (1) projector
Connectivity	Availability of wifi access
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 event
Other requirements	<ul style="list-style-type: none"> • One (1) podium and one (1) panel table with four (4) chairs and 4 microphones ; • Bottled water and glasses are to be provided for each

	<p>speaker only;</p> <ul style="list-style-type: none"> • Space for banners • Provision of five identical flagpoles, with E.U., Malta, Norway, Liechtenstein and Iceland flags; • One (1) registration desk and one (1) chair to be manned by the client to be set at the entrance to the room with necessary stationery.
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4.0 Catering Requirements

Type	Requirements
<p>Welcome standing buffet lunch</p>	<p>A welcome standing lunch to be served at around 12:00 Noon. This should be presented as a buffet and include an assortment of ten (10) items including vegetarian and gluten free options, 2 types of desserts (one of which must include fruit), juices (including orange juice), still and sparkling water and a selection of soft drinks.</p> <p>Waiter service to be provided during the standing buffet lunch.</p>
<p>End of event Refreshments</p>	<p>Coffee, tea (including herbal and green teas), juices (including orange juice), still and sparkling water, two types of pastries and a selection of ice-creams (two flavours).</p> <p>Waiter service to be provided during the refreshments.</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 in order to confirm and ensure functional technical requirements. The service provider might 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 MEAIM 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 conference venues. Quotations received from intermediaries will not be accepted.

Negotiations will be conducted directly with the conference 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 Tuesday 6 June 2017. Any clarifications received after this deadline will not be considered.

Quotations are to be submitted by noon, Thursday 8 June 2017 by email to the following contact details:

Name: Attn: Nicholas Bugeja, copying Alison Grech
Tel: 2200 1151
Email: nicholas.bugeja@gov.mt
alison.a.grech@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 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 (2011).

Section 2: To be filled in by interested service providers

Quotation Date: _____

Suppliers/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	Venue with space for conference			
Location	Malta			
Facilities	1 room with maximum seating capacity of 100			
Cooling 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 included noise emanating from other events, from air conditioning or from other systems)			
Dimensions	Ceiling height must be higher than 2.5 metres			
Shape	Classroom style			
Sound	One (1) PA System and one roving microphone			
Visual	One (1) projection screen One (1) projector			
Connectivity	Availability of wifi access			
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 event			
Other requirements	<ul style="list-style-type: none"> • One (1) podium and one (1) panel table with four (4) chairs and 4 microphones; • Bottled water and glasses are to be provided for each speaker only; • Space for banners and provision of five identical flagpoles, with E.U., Malta, Norway, 			

	<p>Liechtenstein and Iceland flags;</p> <ul style="list-style-type: none"> • One (1) registration desk and one (1) chairs to be manned by the client to be set at the entrance to the room with necessary stationery. 			
Welcome standing buffet lunch	A welcome standing lunch to be served at around 12:00 Noon. This should be presented as a buffet and include an assortment of ten (10) items including vegetarian and gluten free options, 2 types of desserts (one of which must include fruit), juices (including orange juice), still and sparkling water and a selection of soft drinks.			
	Waiter service to be provided during the standing buffet lunch.			
End of event Refreshments	Coffee, tea (including herbal and green teas), juices (including orange juice), still and sparkling water, two types of pastries and a selection of ice-creams (two flavours).			
	Waiter service to be provided during the refreshments.			

Total cost of hiring of venue and conference facilities (in Euro) as per above requirements:

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

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

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

Total cost of end-of-event refreshments (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 and conference facilities, stand-up buffet lunch and end-of-event refreshments (in Euro) based on 30 participants, as per above requirements:

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

Total:	€
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Company Rubber Stamp:

Signature:

Name and Surname: _____