



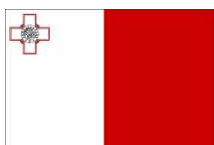
## REQUEST FOR QUOTATIONS

**Ref No: MEAE/FPD/026/2018**

### **Specifications:**

Hiring of a meeting room, the provision of two coffee breaks (welcome and mid-morning) and equipment, in connection with an information seminar under the Interreg Europe Programme, envisaged to be held on Friday, 4<sup>th</sup> May 2018 between 08:30 and 12:30

**Deadline for Submission: Wednesday 28<sup>th</sup> March 2018 at noon**



### **INTERREG EUROPE Programme 2014-2020**

Programme part financed by the European Union

European Regional Development Fund (ERDF)

Co-financing rate: 85%/75% EU Funds; 15% National Funds



## **Section 1: Specifications**

### **1.0 General Background**

The Funds and Programmes Division (FPD) within the Parliamentary Secretariat for the EU Funds and Social Dialogue, Ministry for European Affairs and Equality, as the National Contact Point for the INTERREG Europe Programme 2014-2020, is requesting a quotation for the hiring of a meeting room and the provision of two coffee breaks (welcome and mid-morning) in connection with an information seminar, which is envisaged to be held on 4<sup>th</sup> May 2018 starting at 8.30 a.m.

The cost of the relevant services will be funded from national funds.

The selection of the successful bidder 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, this is envisaged to be held on 4<sup>th</sup> May 2018 between 08.30 and 12.30, with an average of 50 participants in attendance. The final number of participants shall be communicated to the service provider via email by noon of the one day before the final meeting. The invoice shall be based on this final number.

The delivery of any documents, roll up banners and any other equipment will take place before the event. The service provider will also designate signage indicating the respective meeting room at the venue. The necessary text and logos shall be communicated to the service provider by close of business of 30<sup>th</sup> April 2018.

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	A 5 Star Hotel or equivalent conference venue
Location	Malta
Facilities	1 room with 50 seating capacity
Parking Spaces	Five (5) parking spaces required
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	Classroom style
Sound	One (1) PA System and one roving microphone
Visual	One (1) projection screen to be set-up One (1) projector One (1) laptop
Connectivity	Availability of internet access through wireless

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"> <li>• One (1) podium and one (1) panel table with five (5) chairs and 5 microphones;</li> <li>• One (1) table for any representatives of the press;</li> <li>• Bottled water and glasses are to be provided for each speaker only;</li> <li>• Space for banners and provision of Maltese and E.U. flags on flagpoles;</li> <li>• One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room with necessary stationery.</li> </ul>

#### 4.0 Catering Requirements

Type	Requirements
Welcome coffee	A welcome coffee to be served at around 8:30am. This should include coffee, tea (including herbal and green teas), juices, water, croissants and cookies.
Mid-morning Coffee break	The mid-morning coffee break shall be served at around 10:30am. This should include coffee, tea (including herbal and green teas), juices, water, pea and ricotta cheese cakes, assorted sandwiches, fruit pieces and two types of pastries.
Waiter service to be provided during the coffee breaks.	

## 5.0 Other information

It is the prerogative of the service provider 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, in order to ensure functional technical requirements.

Once a service provider is confirmed, the responsible officials will meet with some members of staff from the service provider 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 **hotels or conference venues**. Quotations received from intermediaries will not be accepted. Negotiations will be conducted directly with the hotel or conference venue.

Interested service providers are to fill-in and submit Section 2 of the specifications 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 on Wednesday, 21<sup>st</sup> March 2018. Any clarifications received after this deadline will not be considered.

**Quotations are to be submitted by noon, Wednesday 28<sup>th</sup> March 2018 by email to the following contact details:**

Name: Attn: Caroline Debattista and Jonathan Sant  
Tel: 2200 1108  
Email: [territorialcoop.fpd@gov.mt](mailto:territorialcoop.fpd@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.

**Section 2: To be filled in by interested service providers**

**Quotation Ref No:**

**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	A 5 Star Hotel or equivalent conference venue			
Location	Malta			
Facilities	1 room with 50 seating capacity			

Parking Spaces	Min of Five (5) parking spaces required			
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 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 One (1) laptop			
Connectivity	Availability of internet access through wireless			
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 event			
Other requirements	<ul style="list-style-type: none"> <li>• One (1) podium and one (1) panel table with five (5) chairs and 5 microphones ;</li> <li>• One (1) table for any representatives of the press;</li> <li>• Bottled water and glasses are to be provided for each speaker only;</li> <li>• Space for banners and provision of Maltese and E.U. flags on flagpoles;</li> <li>• One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room with necessary stationery.</li> </ul>			
Welcome coffee	A welcome coffee to be served at around 8:30am. This should include coffee, tea (including herbal and green teas), juices, water, croissants and cookies.			
Mid- morning Coffee break	The mid-morning coffee break shall be served at around 10:30am. This should include coffee, tea (including herbal and green teas), juices , water, pea and ricotta cheese cakes, assorted			



	sandwiches, fruit pieces and two types of pastries.			
	Waiter service to be provided during the coffee breaks.			

**Total cost of refreshments (in Euro) per person as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Total cost of refreshments (in Euro) based on 50 participants as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Global Cost of Venue and Refreshments (in Euro) based on 50 participants as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€

<b>Vat (specify rate):</b> _____ %	€
<b>Total:</b>	€

**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_