



REQUEST FOR QUOTATIONS

Ref No: MEAIM/FPD/042/2017

Specifications:

Provision of Transport Services during the Monitoring Committee Meeting and the Interregional Cooperation Forum of the INTERREG Europe Programme which are envisaged to be held on the 21st and the 22nd of March 2017 respectively

Deadline for Submission: 16th March 2017 at 1700 Hours



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 Presidency 2017 and EU Funds, Ministry for European Affairs and Implementation of the Electoral Manifesto (MEAIM), is the National Contact Point for the INTERREG Europe Programme under the 2014-2020 programming period. Since Malta is presently hosting the Presidency of the Council of the European Union, the Monitoring Committee Meeting and the Interregional Cooperation Forum of the INTERREG EUROPE Programme will be held in Malta between the 21st and the 23rd March 2017.

Further to the Monitoring Committee meeting, which shall be held on the 21st March 2017 at the Mediterranean Conference Centre in Valletta and which is envisaged to finish between 1800 hrs and 1830 hrs, the participants shall be attending a dinner in St. Julian's. Transport to and from Valletta after the Monitoring Committee meeting is therefore required (details outlined below). Approx. 100 persons are expected to attend the dinner, which is envisaged to start at about 1900 hrs and finish at about 2200 hrs.

On the other hand, the Interregional Cooperation Forum will be held between the 22nd and 23rd March 2017. During this forum, a field visit to the Magħtab Environmental Complex is foreseen to take place on the 22nd March 2017 at 1400 Hours. 40 participants are expected to attend this field visit. The details of the transport required for this visit are outlined below.

This is a unit price contract. The Contracting Authority shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation requirements. The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN352/2016). The cost of the relevant services shall be funded from national funds.

1.1 Timetable

Date of Publication of RFQ	[13/03/2017]
Deadline for request for any clarifications from the MA	[14/03/2017]
Last date on which clarifications are issued by the Contracting Authority	[15/03/2017]
Deadline for submission of Quotations	1700 Hours of 16/03/2017

1.2 Method of Submission of Quotations

- 1.2.1. Signed and Scanned Quotations (Section 2) can be submitted before the deadline for submission of Quotations, as indicated in the Timetable (Section 1.1) by e-mail on territorialcoop.fpd@gov.mt;
- 1.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations;
- 1.2.3. Quotations submitted by any other means will not be considered;
- 1.2.4. Quotations must comply with the requirements as stated in this RFQ;
- 1.2.5. Bidders are to submit queries and questions concerning this RFQ, to the following e-mail address territorialcoop.fpd@gov.mt, up to the deadline for request for any clarification by the Contracting Authority as stipulated in Section 1.1, specifying the reference and RFQ title;
- 1.2.6. 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, including all charges in their rates and prices;
- 1.2.7. In submitting its Quotation, the Bidder will be submitting its best and final offer.

2.0 Requirements

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), invites interested providers of chauffeur driven transportation, to provide their services to the FPD in view of the dinner which is envisaged to be held for the Monitoring Committee Meeting on the 21st March 2017, and the site visit under the Interregional Cooperation Forum on the 22nd March 2017. Specific details as follows:

2.1 Coach Transport on the 21st March 2017

- Coach transport for hundred (100) persons;
- Coaches must have air-conditioning and comfortable seating;
- The requested services are to be provided at the following venues:
 - From The Grand Hotel Excelsior, in Floriana to St. Julians at approx. 1830 Hours
 - Return pick-up from St. Julians at 2200 Hours to The Grand Hotel Excelsior, in Floriana with the following drop-off stops along the way:
 - i. Mc Donalds, Spinola Bay
 - ii. Balluta Church, Sliema
 - iii. Preluna Hotel, Sliema
 - iv. Sliema Ferries
 - v. Msida circus
 - vi. The Grand Hotel Excelsior, Floriana

2.2 Minivans on the 22nd March 2017

- 3 Minivans seating 18 passengers each;
- All 3 minivans must have air-conditioning and comfortable seating;

The requested services are to be provided on-site at the Maghtab Environmental Complex from 1445 Hours to 1645 Hours. The minivans will transport

participants at various designated spots around the complex, as per instructions by the complex's staff.

2.3 In addition to the above, the following apply to both coach and mini-van transport:

- Quoted price must include parking tariffs, if applicable;
- The Contracting Authority will not be liable for any traffic contraventions incurred by the provider;
- The exact timings for the services required will be confirmed by noon of 20th March 2017;
- The selected bidder will be responsible for any liability related to the carriage and handling of members of the Monitoring Committee and participants of the Interregional Cooperation Forum;
- The vehicles used for the transportation of passengers must be of at least Euro V standard. Selected bidder must provide the certificate of conformity as a proof that vehicles to be used, are of the required standard;
- The selected bidder must provide the latest VRT Test Certificates of all the vehicles to be used as per the requirements in this RFQ;
- The selected bidder must also provide proof of a valid operators' license for the carriage of passengers;

Type	Specifications
21st March 2017	
Coach Transport	<p>Coach transport for hundred (100) persons</p> <p>Coaches must have air-conditioning and comfortable seating</p> <p>The requested services are to be provided at the following venues:</p> <p>From The Grand Hotel Excelsior, in Floriana to St. Julians at approx. 1830 Hours</p> <p>Return pick-up from St. Julians at approx. 2200 Hours to The Grand Hotel Excelsior, in Floriana with the following drop-off stops along the way:</p>

	<p>Mc Donalds, Spinola Bay</p> <p>Balluta Church, Sliema</p> <p>Preluna Hotel, Sliema</p> <p>Sliema Ferries</p> <p>Msida circus</p> <p>The Grand Hotel Excelsior, Floriana</p>
22nd March 2017	
Mini-van transport	<p>3 Minivans seating 18 passengers each</p> <p>All 3 minivans must have air-conditioning and comfortable seating</p> <p>The requested services are to be provided on-site at the Maghtab Environmental Complex from 1445 Hours to 1645 Hours. The minivans will transport participants at various designated spots around the complex, as per instructions by the complex's staff</p>

3.0 Conditions of employment

The contractor shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.

In the event that it is proved otherwise during the execution of the contract, the contract is terminated with immediate effect and that the contractor shall have no claims for damages or compensation.

4.0 License Terms

All licenses or permits that need to be applied for, are to be borne exclusively by the successful bidder.

5.0 Other information

It is the prerogative of the service provider to organise an initial meeting, as and if required, so as to confirm and ensure a smooth service during the events. Once a service provider is confirmed, members of staff from the service provider should be available to meet MEAIM officials before the event, to discuss the proposed requirements and logistics.

5.1 The Contracting Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Contracting Authority reserves the right to initiate a new invitation to collect quotes. In the event of a quotation procedure's cancellation, any bidders will be notified by the Contracting Authority;

5.2 In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits,) or relationship to the cancellation of a quotation, even if the Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the activity announced;

5.3 In no circumstances will the Contracting Authority be liable for any damages to passengers. All transport provided should therefore be fully insured.

6.0 Submission and Contact Details

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

Negotiations will be conducted directly with the service provider/s.

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. A VAT receipt is required upon receipt of payment.

Clarifications and further information are to be sought through the contact details mentioned hereunder by 14th March 2017. Any clarifications received after this deadline will not be considered.

Quotations are to be submitted by 1700 Hours, of Thursday 16th March 2017 by email to the following contact details:

Name: Attn: Ms. Astrid Fenech
Tel: 2200 1196
Email: territorialcoop.fpd@gov.mt

As already stated above, quotations submitted by any other means will not be considered.

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 Validity of Quotation

- 7.1 Bidders are committed to retain the validity of the Quotation for a period of sixty (60) days from the closing date for the submission of the RFQ as shown in 1.1 above;
- 7.2 The Contracting Authority may, at its own discretion, extend the deadline for submission of quotations. The Contracting Authority will upload a notice in this regard on its website www.eufunds.gov.mt.

8.0 Law

By submitting their bid, Bidders are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the bid and the resulting contract.

9.0 Data Protection

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

Section 2: To be filled in by interested service providers

Quotation Ref No: MEAIM/FPD/042/2017

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) (net of VAT)
21 st March 2017				
Coach Transport	<p>Coach transport for hundred (100) persons</p> <p>Coaches must have air-conditioning and comfortable seating</p> <p>The requested services are to be provided at the following venues:</p> <p>From The Grand Hotel Excelsior, in Floriana to St. Julians at approx. 1830 Hours</p> <p>Return pick-up from St. Julians at approx. 2200 Hours to The Grand Hotel Excelsior, in Floriana with the following drop-off stops along the way:</p> <p>Mc Donalds, Spinola Bay</p> <p>Balluta Church, Sliema</p> <p>Preluna Hotel, Sliema</p> <p>Sliema Ferries</p> <p>Msida circus</p> <p>The Grand Hotel Excelsior, Floriana</p>			

22 nd March 2017				
Mini-van transport	<p>3 Minivans seating 18 passengers each</p> <p>All 3 minivans must have air-conditioning and comfortable seating</p> <p>The requested services are to be provided on-site at the Maghtab Environmental Complex from 1445 Hours to 1645 Hours. The minivans will transport participants at various designated spots around the complex, as per instructions by the complex's staff</p>			

Financial Bid

I. COSTS FOR COACH SERVICES REQUIRED FOR 21ST MARCH 2017 AS PER REQUIREMENTS LISTED IN THIS REQUEST FOR QUOTATION.

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

II. COSTS FOR MINIVAN SERVICES REQUIRED FOR 22ND MARCH 2017 AS PER REQUIREMENTS LISTED IN THIS REQUEST FOR QUOTATION.

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

III. GLOBAL COSTS INCLUDING ALL SERVICES LISTED IN THIS REQUEST FOR QUOTATION.

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

Supplier's Rubber Stamp (If available):

Signature: _____

Name and Surname: _____