



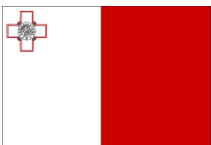
REQUEST FOR QUOTATIONS

Ref No: MEAIM/FPD/020/2017

Specifications:

Request for Quotations for the provision of a venue and a seated dinner to be offered to the participants of the 6th Monitoring Committee under the INTERREG EUROPE Programme which is to be held on the 21st March 2017.

Deadline for submission: 27th February 2017



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. 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 Contact Point for the INTERREG Europe Programme under the 2014-2020 programming period, is requesting a quotation for the provision of a venue and a seated dinner to be offered to the participants during the 6th Monitoring Committee of the INTERREG EUROPE Programme.

This dinner, for which approx. 70 – 90 are expected to attend, shall be held on the 21st of March, 2017, from 19:30 onwards.

The cost of the relevant services will be funded from the European Territorial Cooperation Programmes 2014-2020 vote line 7937.

2. Timetable

Date of Publication of RFQ	[14/02/2017]
Deadline for request for any clarifications from the Contracting Authority (CA) – FPD	[17/02/2017]
Last date on which clarifications are issued by the CA – FPD	[22/02/2017]
Deadline for submission of Quotations	[27/02/2017]

3. Procedure

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.

This is a unit price contract. The FPD shall determine the award of the RFQ on the basis of the lowest price offered, compliant with the quotation requirements.

3.1 Method of Submission of Quotations

- 3.1.1 Signed and Scanned Quotations including Annex I, II and III are to be submitted within the deadline for submission of Quotations as indicated in the Timetable (Section 2) by e-mail on territorialcoop.fpd@gov.mt
- 3.1.2 Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.
- 3.1.3 Quotations submitted by any other means will not be considered.
- 3.1.4 Quotations must comply with the requirements as stated in this RFQ.
- 3.1.5 Bidders are to submit queries and questions concerning this RFQ up to the deadline for request for any clarification as stipulated in Section 2, specifying the reference and RFQ title to the e-mail address: territorialcoop.fpd@gov.mt
- 3.1.6 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 service, including all charges in their rates and prices.
- 3.1.7 In submitting its Quotation, the Bidder will be submitting its best and final offer.

3.2 Validity of Quotation

- 3.2.1 Bidders are committed to retain the validity of the Quotation for a period of sixty (60) days from the closing date for submission of the RFQ as shown in 2 above.
- 3.2.2 The FPD may, at its own discretion, extend the deadline for submission of quotations. The FPD will upload a notice in this regard on its website www.eufunds.gov.mt.

3.3 Evaluation of Quotations and Award

- 3.3.1 The evaluation of the Quotations will be based on the lowest price offered in compliance with the quotation requirements.
- 3.3.2 In the interest of transparency and equal treatment and without being able to modify their Quotations, Bidders may be required, at the sole written request of the FPD, to provide clarifications.
- 3.3.3 When arithmetical errors are identified, such errors will be corrected. The unit price provided by the Bidders in their quotes will be deemed to be the final price and may not be altered after the submission deadline.
- 3.3.4 In the event that an arithmetical error is identified, the amount stated in the Quotation will be adjusted and the Bidder will be bound by that adjusted amount. The revised price will be communicated to the bidder.
- 3.3.5 Quotations that do not meet the requirements set out in this RFQ will not be considered further.
- 3.3.6 This RFQ shall be awarded on the basis of the lowest price offered compliant with the requirements.

- 3.3.7 Notification of Award shall be sent via e-mail and published on the Funds and Programmes Division website.
- 3.3.8 The FPD reserves the right to cancel the whole procedure and reject all quotations. The FPD reserves the right to initiate a new invitation to collect quotes.
- 3.3.9 In the event of a quotation procedure's cancellation, any bidders will be notified by the FPD.
- 3.3.10 In no circumstances will the FPD 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 FPD has been advised of the possibility of damages. The publication of a notice does not commit the FPD to implement the activity announced.

4 Objectives

The 6th Monitoring Committee Meeting in connection with the Interreg Europe Programme shall be held on the 21st of March 2017. This event is part of a series of Monitoring Committee meetings organized by the Interreg Europe Joint Secretariat of the Programme which is based in Lille. Two (2) participants from each Member State, Norway and Switzerland and delegates from the European Commission will be invited to discuss topics relevant to the Interreg Europe Programme and funding opportunities eligible under this Programme.

As outlined in previous sections, the dinner shall be held on the 21st March 2017. Approximately 70 to 90 participants are envisaged to participate during the above mentioned meeting and dinner.

Note: the final number of participants shall be communicated to the service provider not earlier than 24 hours before the event. The final expenditure shall be based on this final number.

5 Response Requirements

When submitting their offer, bidders are expected to provide a complete and comprehensive response to this Request for Quotation. Responses should include the following:

- a. **Annex I:** Details of Bidder;
- b. **Annex II:** Technical Offer Template duly filled including a detailed menu;
- c. Bidder's financial offer as per **Annex III:** Financial Bid.

6 Requirements for Award

The service provider is expected to satisfy all the requirements specified in the following section.

7 Service Requirements

7.1 Catering Requirements

Type	Requirements
Water, soft drinks and beer	Flowing Still and Sparkling water to be served per delegate throughout the night . Soft drinks and beer options to be provided upon request.
Wine	Flowing good quality local Red and White wine to be served per delegate throughout the night .

Seated Dinner	<p>One (1) seated dinner to be served from 19:30hrs to 22:00hrs for 70-90 invitees.</p> <p>A) The dinner menu must be based on traditional Maltese items.</p> <p>B) The dinner must include:</p> <ol style="list-style-type: none"> 1. A welcome drink and traditional canapés. 2. Maltese bread together with butter. 3. A traditional starter with three options. 4. A traditional main course with four options. 5. Local dessert with three options. 6. Coffee/tea, served with biskuttini tal-lewz. 7. Liquor. <p>C) There may be instances where guests attending the dinner have food intolerances. The Contractor would have to provide alternative dishes/ preparations or use appropriate ingredients for such guests. The Contractor will be informed of these arrangements 48 hours before the event.</p> <p>D) A printed menu shall be provided on the dining tables.</p> <p>A detailed menu to be offered by the caterer must be provided to FPD.</p>
Service	<p>An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during the dinner.</p>

Venue	<p>The venue should be a 5 star hotel restaurant in St Julians area.</p> <p>The venue is to cater for background music throughout the event.</p> <p>The venue or part of the venue must be available exclusively for the hosting of this event.</p>
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8 Financing

The cost of the relevant services shall be funded from the European Territorial Cooperation Programmes National Budget.

9 Method of Payment

Payment will be affected further to issuing of valid invoice, certified correct by the FPD.

10 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.

11 Data Protection

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the bid 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 FPD without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

12 Gender Equality

In carrying out his/her obligations in pursuance of this contract, the bidder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

ANNEX I

(to be filled-in by interested service providers)

I. DETAILS OF BIDDER SUBMITTING QUOTE

Name of Person Submitting the Bid	
Company Postal Address	
E-mail Address	
Company Telephone Number	
Company VAT Registration Number	
Contact Person's Name and Surname	
Position of Contact Person within the Company	
Contact Person's Mobile Number	
I.D. Card Number	

ANNEX II

Technical Offer Template

I. CATERING REQUIREMENTS

Type	Requirements	Specify if requirement can be met	Please add any further comments/description (if any)	Specify price per person ¹ (exclusive of VAT)
Water, Soft drinks and beer	Flowing Still and Sparkling water to be served per delegate throughout the night . Soft drinks and beer options to be provided upon request.	YES/NO		€ _____
Wine	Flowing good quality local Red and White wine to be served per delegate throughout the night .	YES/NO		€ _____

¹ Supplier should provide an adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during dinner. Staff costs should be included in catering price quoted.

<p>Seated Dinner</p>	<p>One (1) seated dinner to be served from 19:30hrs to 22:00hrs for 70-90 invitees.</p> <p>A) The dinner menu must be based on traditional Maltese items.</p> <p>B) The dinner must include:</p> <ol style="list-style-type: none"> 1. A welcome drink and traditional canapés. 2. Maltese bread together with butter. 3. A traditional starter with three options. 4. A traditional main course with four options. 5. Local dessert with three options. 6. Coffee/tea, served with biskuttini tal-lewz. 7. Liquor. <p>C) There may be instances where guests attending the dinner have food intolerances. The Contractor would have to provide alternative dishes/ preparations or use appropriate ingredients for such guests. The Contractor will be informed of these arrangements 48 hours before the event.</p> <p>D) A printed menu shall be provided on the dining tables.</p> <p>A detailed menu to be offered by the caterer must be provided to FPD.</p>	<p>YES/NO</p>		<p>€ _____</p>
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<p>Service</p>	<p>An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during the dinner.</p>	<p>YES/NO</p>		
<p>Venue</p>	<p>The venue should be 5 star hotel restaurant in St Julians area.</p> <p>The venue is to cater for background music throughout the event.</p> <p>The venue or part of the venue must be available exclusively for the hosting of this event.</p>	<p>YES/NO</p>		<p>€ _____</p>

ANNEX III

Financial Bid

I. COST PER PERSON INCLUDING ALL SERVICES LISTED IN THIS REQUEST FOR QUOTATION.

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

II. GLOBAL COST BASED ON 90² PARTICIPANTS INCLUDING ALL SERVICES LISTED IN THIS REQUEST FOR QUOTATION.

Net cost based on 90 person:		€
Any discount: (specify rate)	____%	€
Vat (specify rate):	____%	€
Total:		€

² Final number will be provided 24 hrs before the event. Invoice should be based on this number.

Supplier's Rubber Stamp (If available):

Signature: _____

Name and Surname: _____