

REQUEST FOR QUOTATIONS

Ref No: MEAIM/FPD/015/2017

Specifications:

Provision of a live string quartet (including the provision of instruments, sound amplification and equipment) to play classical music between 1730 and 1930 Hours during a networking dinner

**to be held on the 22nd March 2017
at the Mediterranean Conference Centre
in connection with the Interregional Cooperation Forum
of the INTERREG Europe Programme**

Deadline for Submission: 10th March 2017 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 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 hereby requesting potential service providers to submit their quotations for the hiring of a Live string quartet to play classical music during a networking dinner held in connection with the Interregional Cooperation Forum under this same Programme. The necessary musical instruments and equipment, including sound equipment/amplification are also to be provided by the supplier.

The event will be held on the 22nd March 2017 at the Mediterranean Conference Centre, at La Valette Hall between 1730 and 1930 Hours. Music service will be required during these hours. During this event, Forum participants will be having an informal stand-up dinner. The expected number of participants is around 500 persons.

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

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN352/2016).

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.

1.1 Timetable

Date of Publication of RFQ	[24/02/2017]
Deadline for request for any clarifications from the MA	[01/03/2017]
Last date on which clarifications are issued by the Contracting Authority	[06/03/2017]
Deadline for submission of Quotations	Noon of 10/03/2017

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 up to the deadline for request for any clarification by the Contracting Authority as stipulated in Section 2.1, specifying the reference and RFQ title to the e-mail address: territorialcoop.fpd@gov.mt;
- 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

Type	Specifications
Musical Instruments	Live string quartet consisting of 2 Violins, Cello and Viola
Musicians	The necessary amount of musicians needed to play the above instruments, live in person, for a musical repertoire of 120 minutes in duration. Musicians should set up at least 30 minutes before the start of the event. ¹
Equipment	The musical instruments to be used during the event Sheet music stands
Amplification	PA system, speakers and any other sound/amplification equipment which is required for the performance. This can be outsourced by the service provider (musicians) but included in the global cost (in Section 2). The contracting Authority will not procure the amplification and PA systems itself.
Type of music	To play classical pieces such as Mozart's Divertimenti and the likes of such music, together with a selection of light music and a Maltese traditional medley.
Meetings	The service provider/ band leader will be asked to attend a

¹ The contracting Authority should not be charged for such preparatory time.

	<p>meeting with the contracting authority before the event. For a smooth performance it is recommended that the leader should also meet the Events Coordinator of the Mediterranean Conference Centre</p>
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3.0 Other information

It is the prerogative of the service provider/leader of the band to organise an initial meeting, as and if required, so as to view the venue in order to confirm and ensure a smooth performance during the event. Once a service provider is confirmed, members of staff from the service provider/leader of the band should be available to meet MEAIM officials before the event, to discuss the proposed requirements, logistics and to ensure the smooth technical functionality of the performance during the event.

- 3.1 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;
- 3.2 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;
- 3.3 In no circumstances will the Contracting Authority be liable for any damages to equipment/instruments.

4.0 Submission and Contact Details

Quotations will only be accepted directly from the service providers/leader of the band. Quotations received from intermediaries will not be accepted.

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

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 1st March 2017. Any clarifications received after this deadline will not be considered.

Quotations are to be submitted by noon, Friday 10th 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.

5.0 Validity of Quotation

5.1 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;

5.2 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.

6.0 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.

7.0 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/015/2017

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) for 120 Minutes (net of VAT)
Musical Instruments	Live string quartet consisting of 2 Violins, Cello and Viola			
Musicians	The necessary amount of musicians needed to play the above instruments, live in person, for a musical repertoire of 120 minutes in duration. Musicians should set up at least 30 minutes before the start of the event. ²			
Equipment	The musical instruments to be used during the event Sheet music stands			
Amplification	PA system, speakers and any other sound/amplification equipment which is required for the performance. This can be outsourced by the service provider (musicians) but included in the global cost (in Section 2). The contracting Authority will not procure the amplification and PA systems itself.			
Type of music	To play classical pieces such as Mozart's Divertimenti and the likes of such music, together with a selection of light music and a Maltese traditional medley			
Meetings	The service provider/ band leader will be asked to attend a meeting with the contracting authority before			

² The contracting Authority should not be charged for such preparatory time.

	the event. For a smooth performance it is recommended that the leader should also meet the Events Coordinator of the Mediterranean Conference Centre.			
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Global Cost (in Euro) of Music performance by live String Quartet, inclusive of the necessary equipment and instruments, (in Euro) for 120 Minutes³ as per above requirements:

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

Company Rubber Stamp/Band Leader: (if any)

Signature:

Name and Surname: _____

³ Musicians should set up at least 30 minutes before the start date of the event. The contracting Authority should not be charged for such preparatory time.