



**ADVT. NO. MEAIM/FPD/067/2016:
EXPRESSION OF INTEREST FOR THE PROVISION OF A
SUITABLE VENUE FOR THE ORGANISATION OF A
MONITORING COMMITTEE UNDER THE INTERREG
EUROPE PROGRAMME, FOLLOWED BY A EUROPEAN-
WIDE FORUM, ENVISAGED TO BE HELD IN MALTA
BETWEEN THE 28TH AND 30TH MARCH 2017 (BOTH
DAYS INCLUSIVE).**

Date of publication:

23rd August 2016

Clarifications to be submitted by:

noon of the 2nd September 2016

Deadline for submissions:

noon of the 9th September 2016



INTERREG EUROPE Programme
Sharing solutions for better regional policies
Programme part financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85%/75% EU Funds; 15%/25% National Funds
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Background

The Funds and Programmes Division within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds, Ministry for European Affairs and Implementation of the Electoral Manifesto, is hereby requesting potential service providers to submit their expression of interest for the provision of a suitable venue in connection with the organisation of a Monitoring Committee under the Interreg Europe Programme, followed by a European wide forum. Both events are envisaged to be held in Malta between the 28th and the 30th March 2017 (both days inclusive).

The information provided by any interested service provider shall be passed on to the Managing Authority of the Interreg Europe Programme in Lille, France, (hereafter referred to as the Organisers), who shall be responsible for the selection of the venue, according to the relevant procurement rules.

Any contracts will be entered into by the organisers; the Funds and Programmes Division will not be responsible in any way for any contractual agreements with the service provider.

Dates and Estimated number of Participants

<i>Day</i>	<i>Date</i>	<i>Availability</i>	<i>Participants</i>
1	28 th March 2017	Full day, starting at 8.00 a.m.	50-80 participants
2	29 th March 2017	Full day, starting at 8.00 a.m.	750-900 participants
3	30 th March 2017	Full day, starting at 8.00 a.m.	750-900 participants

Venue Requirements and Specifications

The service provider must meet the following minimum requirements for the venue in general and the proposed room(s) indicated in the table below.

<i>Day</i>	<i>Date</i>	<i>Requirement</i>	<i>Room Layout</i>
1	28 th March 2017	Four/Five star hotel or equivalent conference venue to host 80 participants.	Seated; U-shaped style with tables.
		Room/s (lounge, reception room etc.) for registration table, coffee breaks and buffet lunch located close to the conference room.	Registration desk; Seated buffet lunch.
		A cloak room for participants, located close to the conference room.	

2	29 th March 2017	Four/Five star hotel or equivalent conference venue to host 750 - 900 participants.	Seated; theatre style.
		4 rooms with the capacity of 150-200 people each for thematic workshops.	Seated; theatre style.
		Large networking / exhibition area to accommodate all participants in the forum.	To Include Registration Desk and Coffee tables.
		Catering space for all participants.	Standing networking lunch
		A cloak room for participants.	
3	30 th March 2017	Four/Five star hotel or equivalent conference venue to host 750 - 900 participants.	Seated; theatre style.
		4 rooms with the capacity of 150-200 people each for thematic workshops.	Seated; theatre style.
		large networking / exhibition area to accommodate all participants in the forum.	To include Registration desk and coffee tables.
		Catering space for all participants.	Standing networking lunch.
		A cloak room for participants.	

Brief description of the basic services required for the three day meetings / conferences.

Compliance to the specifications indicated below would be required:

Conference room for the Monitoring Committee meeting to be held on the 28th of March 2017

- A large meeting room that can accommodate up to 80 people seated in U-shape style with tables;
- A rectangular plenary table for 10 people;
- Another rectangular table at the back of the meeting room for 10 people;
- A room (lounge, reception room etc.) for registration desk, coffee breaks and lunch located close by the conference room;
- A cloakroom for participants, located close by to the conference room.

An additional meeting room might be required by the organisers, with the capacity of accommodating 10 – 15 people, with the provision of wireless Internet access, 1 flipchart, markers and water.

Technical Equipment:

- Wireless Internet access in the meeting room for all participants of the event;
- Life streaming access;
- Beamers and white screens for displaying presentations;
- Audio visual equipment;
- Technicians in charge of providing all the above-mentioned IT/technical equipment; and ensuring that it functions correctly during the entire duration of the meeting.

Catering for the Monitoring Committee to be held on the 28th of March 2017.

- Mineral water served in bottles and glasses during the meeting in the meeting room;
- 2 coffee breaks, for 50 to 80 people, each including:
 - o Morning Coffee break including water, juice, coffee, tea, biscuits, fruits etc.
 - o Afternoon Coffee break including water, juice, coffee, tea, biscuits, fruits (or equivalent i.e. yoghurt) etc.
- 1 seated buffet lunch for 50 to 80 people, including a choice of meat/fish/vegetarian hot and cold dishes, a choice of desserts, plus water, juice, coffee, tea.

Accommodation:

Interested hotels should be in a position to guarantee a block reservation for a minimum of 60 hotel rooms, or recommend a hotel nearby on bed and breakfast basis for the period 27th March till 30th March 2017 (both days inclusive). Any costs will be borne by the participants themselves; the organisations will only be involved in the pre-booking stage.

Submission and Contact Details

The expression of interest has to include submission of **Table 1** below together with the **details of the service provider**. Table 1 includes:

- Confirmation to venue requirements and specifications indicated above;
- Confirmation to the technical equipment, accessibility to live streaming & wireless internet access specifications;
- Confirmation to the conference room requirements for the Monitoring Committee meeting to be held on the 28th of March 2017;
- Confirmation to the catering requirements indicated under section *catering for the Monitoring Committee to be held on the 28th of March 2017*;
- Confirmation in relation to the accommodation requirements.

Scanned copies of the completed forms are to be sent electronically to territorialcoop.fpd@gov.mt by noon of the 9th September 2016. Further information, including the respective specifications, may be downloaded from the Funds and Programmes Division's website: www.eufunds.gov.mt. Clarifications and further information may be sought by sending an e-mail request to territorialcoop.fpd@gov.mt by not later than noon of Friday, 2nd September 2016.

Details of service provider

Company	
Contact person's Name and Surname	
Company address	
Telephone number	
Mobile number	
Fax number	
E-mail address	
Company Stamp	
Signature	
Name and Surname	
Date	

Table 1.

<i>Day</i>	<i>Date</i>	<i>Requirement</i>	<i>Room Layout</i>	<i>Compliance</i>
1	28 th March 2017	Four/Five star hotel or equivalent conference venue to host 80 participants.	Seated; U shaped style with tables.	
		Room/s(lounge, reception room etc.) for registration table, coffee breaks and buffet lunch located close to the conference room.	Registration desk; Seated buffet lunch.	
		A cloak room for participants, located close to the conference room.	/	
2	29 th March 2017	Four/Five star hotel or equivalent conference venue to host 750 - 900 participants.	Seated; theatre style.	
		4 rooms with the capacity of 150-200 people each for thematic	Seated; theatre style.	

		workshops.		
		Large networking / exhibition area to accommodate all participants in the forum.	To Include Registration Desk and Coffee tables.	
		Catering space for all participants.	Standing networking lunch	
		A cloak room for participants.	/	
3	30 th March 2017	Four/Five star hotel or equivalent conference venue to host 750 - 900 participants.	Seated; theatre style.	
		4 rooms with the capacity of 150-200 people each for thematic workshops.	Seated; theatre style.	
		large networking / exhibition area to accommodate all participants in the forum.	To include Registration desk and coffee tables.	
		Catering space for all participants.	Standing networking lunch.	
		A cloak room for participants.	/	
4	28 th March 2017	Conference room specifications	/	
5	28 th -30 th March 2017	Technical equipment specifications	/	
6	28 th March 2017	Catering requirements	/	
7	27 th -30 th March 2017	Accommodation	/	