

REQUEST FOR QUOTATIONS

MEAIM/EAFRD/06/2015

**Specifications for the hiring of a venue and provision of catering
for the Monitoring Committee of the
European Agricultural Fund for Rural Development (EAFRD),
Rural Development Programme for Malta 2007 – 2013**

March 2015



Rural Development Programme for Malta 2007-2013
Event part-financed by the European Union
Technical Assistance
The European Agricultural Fund for Rural Development
Co-financing rate: 75% EU Funds; 25% National Funds



Europe Investing in Rural Areas

Section 1: specifications

1.0 General Background

The Funds and Programmes Division (FPD) within the Ministry for European Affairs and the Implementation of the Electoral Manifesto (MEAIM) is requesting quotations for the provision of a venue and catering services to hold a Monitoring Committee meeting.

The cost of venue and relevant services will be part-financed by the European Union under the European Agricultural Fund for Rural Development. The selection of the successful bidder will take place in line with the Public Contracts Regulations (L.N. 296 of 2010).

2.0 Dates, time and number of participants

The Monitoring Committee Meeting will be held on the 17th April 2015 between 09:00hrs and 12:00hrs (estimated and subject to change). Approximately, 35 participants will be participating during the above mentioned meeting.

- **One (1) Welcome Coffee** (to be served prior to the meeting, during registration)
- **One (1) Coffee Break** (to be served during a break in the meeting) and
- **One (1) Light Standing Lunch** (for 35 persons) will be required, as highlighted in the indicative schedule hereunder.

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

In this regard you are requested to indicate that the proposed room is available on this date. Also, to ensure flexibility and the smooth running of the event, **we would require the venue to be available at least one (1) hour before the start and one (1) hour after the meeting finishes.**

Kindly ensure that all details in Section 2 are duly filled.

Estimated meeting timings:

Meeting	15 th April 2015
Registration	09:00 - 09:30hrs
Monitoring Committee Meeting	09:30 - 10:45hrs
Coffee Break	10:45 - 11:00hrs
Monitoring Committee Meeting	11:00 - 12:00hrs
Standing Lunch	12:00 - 13:00hrs

3.0 Venue Requirements

Type	Requirements
Hotel/venue classification	Four or five star hotel or venue of equivalent standard.
Location Malta/Gozo	Malta: Valletta or Floriana.
Assistance needed	One (1) technician at setting-up, dismantling and on-call during actual event.
Accessibility	Venue should have full accessibility and facilities for persons with disability in line with the Guidelines set by the National Commission Persons with Disability.
Parking	Availability of at least 5 parking spaces.

4.0 Catering Requirements

Type	Requirements
Water	One (1) 75cl. bottle of mineral water per delegate .
<p>Welcome Coffee</p> <p>(to be held in a separate room/area from the Meeting Room with appropriate and clear signage leading from one room/area to another).</p>	<p>One (1) WELCOME COFFEE to be served from 09:00 to 09:30hrs. This shall include:</p> <ul style="list-style-type: none"> a. Coffee and tea; b. A selection of two (2) fruit juices; c. A selection of three (3) pastries or biscuits.
<p>Coffee Break</p> <p>(to be held in a separate room/area from the Meeting Room with appropriate and clear signage leading from one room/area to another).</p>	<p>One (1) COFFEE BREAK to be served from 10:45 to 11:00hrs. This shall include:</p> <ul style="list-style-type: none"> a. Coffee and tea; b. A selection of two (2) fruit juices; c. A selection of three (3) pastries or biscuits.
<p>Stand up Lunch</p> <p>(to be held in a separate room/area from the Meeting Room with appropriate and clear signage leading from one room/area to another).</p>	<p>One (1) STAND - UP BUFFET LUNCH to be served from 12:00 to 13:00hrs. This shall include:</p> <ul style="list-style-type: none"> a. A selection of six (6) assorted savoury items (including at least two (2) items suitable for vegetarians); b. A selection of two (2) dessert items; c. A selection of three (3) non-alcoholic beverages (including at least one (1) soft drink and one (1) fruit juice); d. Mineral water.
Service	An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during welcome coffee, coffee break and lunch.

5.0 Meeting Room Specifications and Requirements

Type	Specifications
Thermal Comfort	Air-Conditioning.
Lighting	Well-lit room which provides appropriate dimming/shading for clearly visible on-screen projections from all corners of the room.
Directions	Appropriate directional signage stands in the entrance/lobby area leading to the meeting room (artwork to be provided by FPD but printed by the service provider). Directional Signage should also be set up in the parking area for participants using such facilities.
Location	Room is to be located away from any noise. This includes noise emanating from other events, other patrons/visitors, air-conditioning or other systems.
Security	Room should be locked when not in use, or else, the service provider is to provide a separate and accessible storeroom for client's own use which can be locked up.
Shape	U-Shape set-up (as per attached diagram).
Sound	<ul style="list-style-type: none"> • One (1) P.A. System • One (1) table microphone on the head table (the head table will be part of the U-shape set up, please refer to attached drawing) and • Two (2) roving microphones.
Visual	One (1) projection screen to be set-up in between the ends of the U-shape
Connectivity	Availability of free wireless internet access for delegates and client.
Other requirements	<ol style="list-style-type: none"> i. Maltese and E.U. Flags on flagpoles in room set-up on right-hand side of the screen; ii. One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room; iii. Kindly make sure that an appropriate amount of extensions are provided in the room as the client and most delegates will be using laptops. iv. A small table (which includes appropriate electric connections) shall be provided, on which the projector (provided by the client) will be set up. v. 5 extra chairs to be placed at the back of the room for guest speakers.

6.0 Other information

Prior to selecting the service provider, **an initial meeting may be called by the client to view the proposed room/s in order to confirm the requirements as per specifications.** The service provider might be requested to set up the proposed room/s for viewing by the client as per layout requirements, and to ensure functional technical requirements.

Once a service provider is confirmed, members of staff from the service provider should be available to meet FPD officials before the event to ensure that the set-up is in place and that the equipment is functioning properly. All layouts and preparations need to be approved by the client before being finalized. The client will be also delivering material for use during the meeting which would require being stored within the room or in the provided storeroom if necessary.

7.0 Submission and Contact Details

It is important to note that submission of quotation will be only accepted directly from hotels or conference venues and NOT VIA INTERMEDIARIES. Negotiations will be conducted directly with the hotel or conference venue.

Interested service providers are to provide the following in the specified tables in Section 2:

- i. A complete quotation with separate prices for the following:
 - Price for the hiring of the room;
 - Price-list for the hiring of the equipment and services requested; and
 - Price per person for the catering under point 4.0.
- ii. With reference to points 3.0, 4.0 and 5.0 interested service providers may provide the following items with their offer:
 - Description, including photographs, of the venue and meeting rooms

All prices must quote Value Added Tax (V.A.T.) separately and in full. V.A.T. must not be added to the price or shown as a percentage.

Clarifications and further information are to be sought through the contact details mentioned hereunder by **Wednesday 18th March 2015, noon**. Any clarifications received after this deadline **will not be considered**.

Quotations are to be **submitted by Tuesday 24th March, noon**, by hand and/or by e-mail to the following contact details:

Name: Rambert Paul Attard
Designation: EU Fund Officer
Address 1: EAFRD Managing Authority
Funds and Programmes Division
Ministry for European Affairs and the Implementation of
the Electoral Manifesto
Address 2: Triq il-Kukkanja
City/Town: Santa Venera SVR 1411
Country: Malta
Telephone: (+356) 2200 1059
E-mail: rdd.meaim@gov.mt

Section 2: to be filled-in by interested service providers

Quotation date: _____

Contractor's/Supplier's details

Supplier's Name:	
Contact Person's Name and Surname:	
Supplier's Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

Venue Requirements

Type	Requirements	Specify if requirement can be met	Please add further comments/description (if any)
Hotel/venue classification	Four or five star hotel or venue of equivalent standard	YES/NO	
Location Malta/Gozo	Malta: Valletta or Floriana.	YES/NO	
Assistance needed	One (1) technician at setting-up, dismantling and on-call during actual event.	YES/NO	
Accessibility	Venue should have full accessibility and facilities to persons with a disability in line with the Guidelines set by the National Commission Persons with a Disability.	YES/NO	
Parking	Availability of at least 5 parking spaces.	YES/NO	

Meeting Room Specifications

Type	Specifications	Specify if requirement can be met	Please add further comments/description (if any)
Thermal Comfort	Air-Conditioning.	YES/NO	
Lighting	Well-lit room which provides for appropriate dimming/shading for clearly visible projections from all corners of the room.	YES/NO	
Directions	Appropriate directional signage stands in the entrance/lobby area leading to the meeting room (artwork to be provided by FPD but printed by the service provider). Directional Signage should also be set up in the parking area for participants using such facilities.	YES/NO	
Location	Room is to be located away from any noise. This includes noise emanating from other events, other patrons/visitors, from air-conditioning or from other systems.	YES/NO	
Security	Room should be locked when not in use, or else, the service provider is to provide a separate and accessible storeroom for client's own use which can be locked up.	YES/NO	

Price of meeting room as per above requirements and specifications:

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

Catering Requirements

Type	Requirements	Specify if requirement can be met	Please add further comments/ Description (if any)	Specify price per person (Exclusive of VAT) ¹
Water	One 75cl. bottle of mineral water per delegate, including head table.	YES/NO		€
Welcome Coffee (to be held in a separate room/area from the Meeting Room)	One (1) WELCOME COFFEE to be served from 09:00 to 09:30hrs. This shall include: a. Coffee and tea; b. A selection of two (2) fruit juices; c. A selection of three (3) pastries/biscuits.	YES/NO		€
Coffee Break (to be held in a separate room/area from the Meeting Room)	One (1) COFFEE BREAK to be served from 10:45 to 11:00hrs. This shall include: a. Coffee and tea; b. A selection of two (2) fruit juices; c. A selection of three (3) pastries/biscuits.	YES/NO		€
Standing Lunch (to be held in a separate room/area from the Meeting Room)	One (1) STAND - UP BUFFET LUNCH to be served from 12:00 to 13:00hrs. This shall include: a. A selection of six (6) assorted savoury items (including at least two (2) items suitable for vegetarians); b. A selection of two (2) dessert items; c. A selection of three (3) non-alcoholic beverages (including at least one (1) soft drink and one (1) fruit juice); d. Mineral water.	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 welcome coffee, coffee break and lunch. Staff costs should be included in catering price quoted.

Total cost of catering (including welcome coffee, coffee break, stand-up buffet lunch, and food and beverage service) per person as per above requirements:

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

Total cost of catering (including welcome coffee, coffee break, stand up buffet lunch, and food and beverage service) based on 35 participants as per above requirements:

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

Equipment and other Requirements

Type	Requirements	Specify if requirement can be met	Please add further comments/description (if any)	Specify price or N/A if not applicable
Shape	U-Shape set-up (as per attached diagram).	YES/NO		€
Sound	One (1) P.A. System, one (1) table microphone on the head table (the head table will be part of the U-shape set up, please refer to attached drawing) and two (2) roving microphones.	YES/NO		€
Visual	One (1) projection screen to be set-up in between the ends of the U-shape	YES/NO		€
Connectivity	Availability of free internet access for participants, through a wireless connection in the room.	YES/NO		€
Other Requirements	Maltese and E.U. Flags on flagpoles in room set-up on right-hand side of the screen	YES/NO		€
	One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room	YES/NO		€
	An appropriate amount of extensions in the room as the client and most delegates will be using laptops	YES/NO		€
	A small table (which includes appropriate electric connections) shall be provided, on which the projector (provided by the client) will be set up.	YES/NO		€
	5 extra chairs to be placed at the back of the room for guest speakers.	YES/NO		€

Total cost of equipment and additional requirements as per above:

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

Final Price (Meeting Room + Catering + Equipment)²:

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

Supplier's Rubber Stamp (If available):

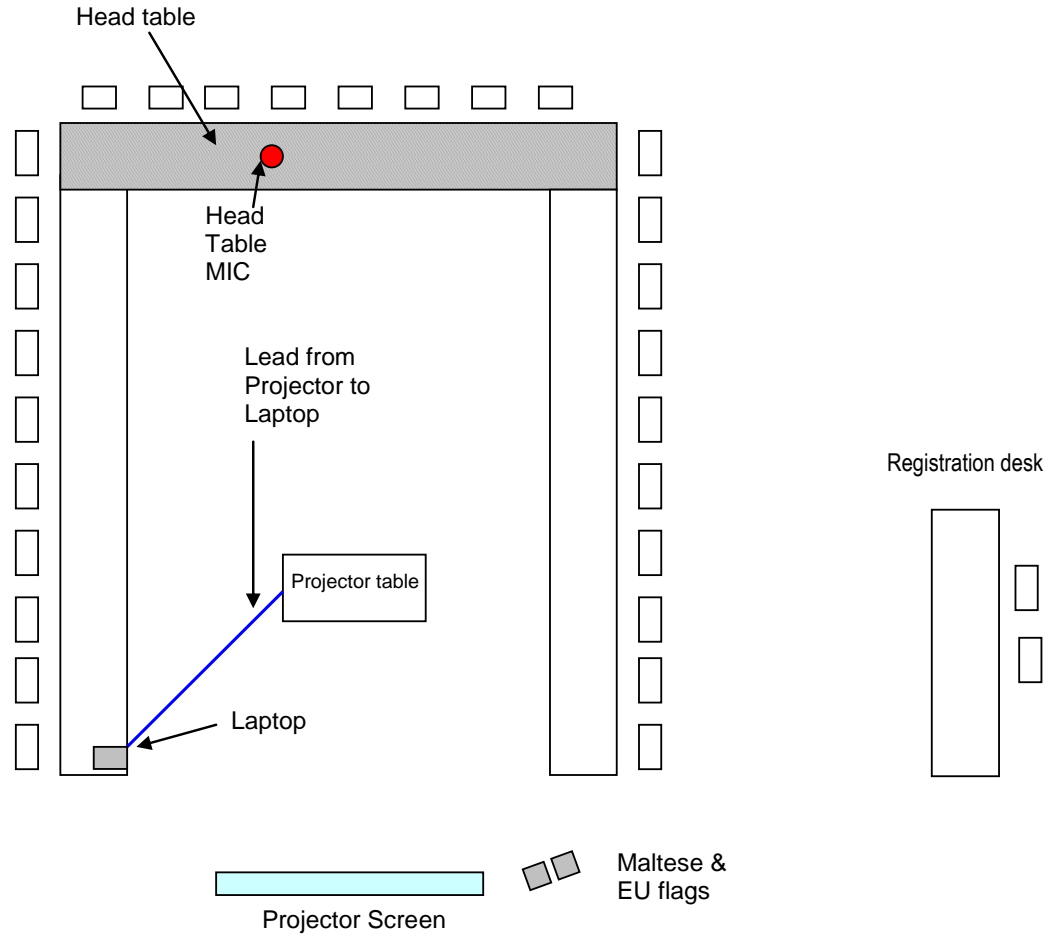
Signature:

Name and Surname: _____

² *Evaluation will be made on the net price.*

11th Monitoring Committee Meeting for EAFRD

Venue Set Up



*P.S. 1: The number of chairs around the table is **NOT** equivalent to the actual number of participants attending.*

P.S. 2: The laptop and projector will be provided by the client

P.S. 3: The registration desk may be placed outside the meeting room, depending on size of room and adjacent facilities

Rural Development Programme for Malta 2007 – 2013



Call part-financed by the European Union
Technical Assistance
The European Agricultural Fund for Rural Development
Co-financing Rate:
75% European Union, 25% Government of Malta



Europe Investing in Rural Areas