



PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

REQUEST FOR QUOTATIONS MEAIM/FPD/031/2015

Request for quotes for the hiring of a venue inclusive of equipment and the provision of catering for the launch of the new Rural Development Programme 2014-2020 and Monitoring Committee Meeting of the European Agricultural Fund for Rural Development (EAFRD), Rural Development Programme for Malta 2014-2020

Date of Publication: 16th November 2015

Rural Development Programme for Malta 2007 – 2013



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

Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by The Managing Authority for the European Agricultural Fund for Rural Development (MA), within the Funds & Programmes Division, is for hiring of a venue and provision of catering and equipment the lunch of the RDP Programme and Monitoring committee meeting.

2. Procedure

This Request for Quotations is being issued in line with the Public Regulations 2010 (Legal Notice 296 of 2010).

The MA shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation specifications.

2.1. Timetable

| | DATE | TIME |
|--|--------------------------------|-----------------|
| Deadline for request for any additional information from the Contracting Authority Clarifications to be sent via email on rdd.meaim@gov.mt | 18 th November 2015 | End of business |
| Last date on which additional information are issued by the Contracting Authority | 19 th November 2015 | End of business |
| Deadline for submission of quotations | 23 rd November 2015 | 12:00pm noon |

* All times Central European Time (CET)

2.2. Method of Submission of Quotations

2.2.1. Quotations may be submitted before the deadline through scanned signed copies of Annex 1/Annex 2/Annex 3 and sent on to the following email address

rdd.meaim@gov.mt

2.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of late Quotations.

2.2.3. Quotations submitted by any other means will not be considered.

2.2.4. Quotations must comply with the requirements as stated in this RFQ.

2.2.5. Bidders are to submit queries and questions concerning this RFQ to the following email address up to the deadline for request for clarifications stated in Section 2.1, specifying the reference and RFQ title, to e-mail address:

rdd.meaim@gov.mt

2.2.6. 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 and to have included all charges in their rates and prices.

2.2.7. In submitting its Quotation, the Bidder will be submitting its best and final offer.

2.3. Validity of Quotation

2.3.1. Bidders are committed to retain the validity of the Quotation for a period of ninety (90) days from the closing date for the submission of the RFQ as shown in 2.1 above.

2.3.2. The MA may, at its own discretion, extend the deadline for submission of quotations. Interested parties would be informed of such extensions via a notice published on the procurement webpage of the Funds and Programmes Division.

2.4. Evaluation of Quotations and Award

2.4.1. The evaluation of the Quotations will be based on compliance with the specifications.

2.4.2. In the interests of transparency and equal treatment and without being able to modify their Quotations, Bidders may be required, at the sole written request of the MA to provide clarifications.

2.4.3. 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.

2.4.4. 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.

- 2.4.5. Quotations that do not meet the requirements set out in this RFQ will not be considered further.
- 2.4.6. This RFQ shall be awarded on the basis of the lowest price offered compliant with the RFQ specifications.
- 2.4.7. Notification of Award shall be sent via email and published on the MA's notice board.
- 2.4.8. The MA reserves the right to cancel the whole quotation procedure and reject all quotations. The MA reserves the right to initiate a new invitation to collect quotes.
- 2.4.9. In the event of a quotation procedure's cancellation, bidders will be notified by the MA.
- 2.4.10. In no circumstances will the MA 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 MA has been advised of the possibility of damages. The publication of the winning bid does not commit the MA to implement the activity announced.

3. Financing

This quotation is being co-financed through the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development (EAFRD).

4. Method of Payment

Payments will be made within 60 days of receipt of the invoice following certification by the MA. The service provider should provide the invoice by the 17th December 2015

5. 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.

6. 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 MA without prejudice to possible transmission to the

bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

7. 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.

8. Objectives

The service provider is required to provide a venue inclusive of equipment and the provision of catering for a training Seminar.

9. Response Requirements

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

- a. Details of Bidder using **Annex I**
- b. The Technical Offer Template duly filled as per **Annex 2**
- c. Financial bid as per **Annex 3**

10. Health and safety

In carrying out his/her obligations in pursuance of this contract, the bidder shall ensure that the applicable health and safety regulations with regards to the venue are observed.

11. Requirements

The Launch of the Programme (Part 1) and the Monitoring Committee Meeting (Part 2) are planned to be held on either Wednesday 16th OR Thursday 17th OR Friday 18th December between 9:00am and 11:45am and must be held in separate meeting rooms. Approximately, 50 participants will be participating during the above mentioned launch (Part1) and 35 participants for the monitoring committee meeting (Part 2). The MA reserves the right to cancel the whole purchasing process without being liable for any charges whatever their nature.

Note: the final number of participants throughout the day (Part 1 and Part 2) shall be communicated to the service provider not earlier than 24 hours before the start of the meeting. **The final invoice provided by the supplier shall be based on these numbers and the invoice should be issued and handed to the MA by Friday 18th December 2015.**

To ensure flexibility and the smooth running of the event, **the MA requires the venue to be available at least one (1) hour before the start and one (1) hour after the meeting finishes.**

The Draft agenda for the day is as follows (Final Agenda will be communicated once finalised):

| Meeting | Date : TBC |
|--------------------------------------|-------------------|
| Part 1 : Launch of Programme | 09:00 – 10:00 |
| Coffee Break (50 persons) | 10.00 – 10.30 |
| Part 2 :Monitoring Committee Meeting | 10.30 – 11:45 |
| Stand-up buffet Lunch (35 persons) | 11:45 |

11.1. Venue Requirements

| Type | Requirements |
|----------------------------|---|
| Hotel/venue classification | Five star hotel or conference venue of equivalent standard. |
| Location Malta/Goza | Valletta, Floriana, (Malta) |
| Assistance needed | One (1) technician at setting-up, dismantling and on-call during actual event.\ Technician needs to be available one(1) hour before start of event |
| Accessibility | Venue should be fully-accessible and provide facilities for persons with disability in line with the Guidelines set by the National Commission for Persons with Disability. |
| Parking | Ten free parking spaces are to be included and reserved for the organising committee and delegates as identified by the MA |

11.2. Catering Requirements

The catering requirements for are listed below.

| Type | Requirements |
|--|---|
| Water | Still and Sparkling water for top-table (approx.. 5 persons) – For Part 1 Still and Sparkling water for all delegates in Part 2 |
| Coffee Break (for 50pers.) (to be held in a separate room/area from the Meeting Room with appropriate and clear signage leading from one room/area to another). | One (1) COFFEE BREAK to be served from 10:00 – 10:30hrs. This shall include: <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\croissants d. Water still/sparkling. |
| Stand up buffet Lunch (35persons) (to be held in a separate room/area from the Meeting Room with appropriate and clear signage leading from one room/area to another). | One (1) STAND - UP BUFFET LUNCH to be served from 11:45pm. This shall include: <ul style="list-style-type: none"> a. A selection of eight (8) assorted savoury items both hot and cold dishes (including at least two (2) items suitable for vegetarians AND 2 coeliacs, not necessarily the same items). These items need to be Cleary labelled as suitable for vegetarians/coeliacs. Items included may be open faced sandwiches, mini quiches, tortillas, etc. b. A selection of two (2) dessert items; c. A selection of three (3) non-alcoholic beverages (including at least two (2) soft drinks and two (2) fruit juices); d. Mineral water. e. Sparkling Water f. Coffee and tea g. Presentation of coffees, drinks and food should be on separate tables. h. A minimum of 8 cocktail tables to be presented. |
| 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. |

10.3 Meeting Room Specifications and Requirements

- **Room 1: Launch of Programme.(50 Persons)**

| 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 | Class Room Style |
| Sound | Two (2) microphones for top table and two (2) roving microphones. |
| Visual | <ul style="list-style-type: none"> - One (1) projection screen and one (1) projector preferably ceiling mounted with remote control. - Monitor/s wide enough for speaker on podium and members of the panel to follow screen projection. |
| Simultaneous Translation | <ul style="list-style-type: none"> - Simultaneous Translation Booth – Fully equipped with PA system. |
| Connectivity | Availability of free wireless internet access for delegates and client. |

| | |
|---------------------------|--|
| <p>Other requirements</p> | <ul 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. Ten (10) extra chairs to be placed at the back of the room for guest speakers. |
| <p>Panel Table</p> | <ul style="list-style-type: none"> i. Number of seats; Five (5) ii. PA system and microphones: Two (2) iii. Elevated via Platform iv. Right side of the screen |
| <p>Speaker Podium</p> | <ul style="list-style-type: none"> i. Placed to the left of the screen. ii. Connected to microphone. |
| <p>Stationery</p> | <ul style="list-style-type: none"> i. Photocopying Service (bidders are to note that this is an optional requirement and will only be utilised and subsequently billed if used by the MA on the day) Bidders are to include the cost of one black and white photocopy and the invoice shall be issued according to the number of copies made by the MA. |

Room 2: Monitoring Committee meeting (35 persons)

- To be held in a separate room from the Launch.

| 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 shaped |
| Sound | Two (2) microphones for top table and two (2) roving microphones. |
| Visual | <ul style="list-style-type: none"> - One (1) projection screen and one (1) projector preferably ceiling mounted with remote control |
| Simultaneous Translation | <ul style="list-style-type: none"> - Simultaneous Translation Booth – Fully equipped with PA system. |
| Connectivity | Availability of free wireless internet access for delegates and client. |

| | |
|---------------------------|--|
| <p>Other requirements</p> | <ul 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. Ten (10) extra chairs to be placed at the back of the room for guest speakers. |
| <p>Panel Table</p> | <ul style="list-style-type: none"> i. Number of seats; Five (5) ii. PA system and microphones: Two (2) iii. The MA will be seated on the short side of the U Shape |
| <p>Stationery</p> | <ul style="list-style-type: none"> i. Photocopying Service (bidders are to note that this is an optional requirement and will only be utilised and subsequently billed if used by the MA on the day) Bidders are to include the cost of one black and white photocopy and the invoice shall be issued according to the number of copies made by the MA. |

ANNEX I: DETAILS OF BIDDER SUBMITTING QUOTE

| | |
|--|--|
| Name of Person submitting the bid | |
| Firm | |
| Address | |
| E-mail Address | |
| Tel. Nos. | |
| Mobile Phone No. | |
| Company/Bidder Registration No. | |
| VAT Registration No. | |
| Signature | |
| ID. Card No. | |
| Date | |

ANNEX II: Technical Offer Template

Venue Requirements

| Type | Requirements | Specify if requirement can be met | Please add further comments/description (if any) |
|----------------------------|---|-----------------------------------|--|
| Hotel/venue classification | Five star hotel or conference venue of equivalent standard. | YES/NO | |
| Location Malta/Gozo | Valletta, Floriana, (Malta) | YES/NO | |
| Assistance needed | One (1) technician at setting-up, dismantling and on-call during actual event.\ Technician needs to be available one(1) hour before start of event | YES/NO | |
| Accessibility | Venue should be fully-accessible and provide facilities for persons with disability in line with the Guidelines set by the National Commission for Persons with Disability. | YES/NO | |
| Parking | Ten free parking spaces are to be included and reserved for the organising committee and delegates as identified by the MA | YES/NO | |

Catering Requirements

- Kindly attach 2 different menus.

| Type | Requirements | Specify if requirement can be met | Please add further comments/description (if any) |
|---|---|-----------------------------------|--|
| Water | Still and Sparkling water for top-table (approx.. 5 persons) – For Part 1 Still and Sparkling water for all delegates in Part 2 | YES/NO | |
| Coffee Break (for 50pers.) (to be held in a separate room/area from the Meeting Room with appropriate and clear signage leading from one room/area to another). | One (1) COFFEE BREAK to be served from 10:00 – 10:30hrs. This shall include: a. Coffee and tea; b. A selection of two (2) fruit juices; c. A selection of three (3) pastries\croissants d. Water still/sparkling. | YES/NO | |

| | | | |
|---|--|----------------------|--|
| <p>Stand up buffet Lunch (35persons)</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 11:45pm. This shall include:</p> <ul style="list-style-type: none"> a. A selection of eight (8) assorted savoury items both hot and cold dishes (including at least two (2) items suitable for vegetarians AND 2 coeliacs, not necessarily the same items). These items need to be Clearly labelled as suitable for vegetarians/coeliacs. Items included may be open faced sandwiches, mini quiches, tortillas, etc. b. A selection of two (2) dessert items; c. A selection of three (3) non-alcoholic beverages (including at least two (2) soft drinks and two (2) fruit juices); d. Mineral water. e. Sparkling Water f. Coffee and tea g. Presentation of coffees, drinks and food should be on separate tables. h. A minimum of 8 cocktail tables to be presented. | <p>YES/NO</p> | |
| <p>Service</p> | <p>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.</p> | <p>YES/NO</p> | |

Meeting Room Specifications and Requirements

- Room 1: Launch of Programme.

| 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 appropriate dimming/shading for clearly visible on-screen 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, air-conditioning or 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 | |
| Shape | Class Room Style | YES / NO | |
| Sound | Two (2) microphones for top table and two (2) roving microphones. | YES / NO | |
| Visual | <ul style="list-style-type: none"> - One (1) projection screen and one (1) projector preferably ceiling mounted with remote control. - Monitor/s wide enough for speaker on podium and members of the panel to follow screen projection. | YES / NO | |

| | | | |
|--------------------------|--|----------|--|
| Simultaneous Translation | - Simultaneous Translation Booth – Fully equipped with PA system. | YES / NO | |
| Connectivity | Availability of free wireless internet access for delegates and client. | YES / NO | |
| Other requirements | <ul style="list-style-type: none"> v. Maltese and E.U. Flags on flagpoles in room set-up on right-hand side of the screen; vi. One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room; vii. Kindly make sure that an appropriate amount of extensions are provided in the room as the client and most delegates will be using laptops. | YES / NO | |
| Panel Table | <ul style="list-style-type: none"> v. Number of seats; Five (5) vi. PA system and microphones: Two (2) vii. Elevated via Platform viii. Right side of the screen | YES / NO | |
| Speaker Podium | <ul style="list-style-type: none"> iii. Placed to the left of the screen. iv. Connected to microphone. | YES / NO | |

| | | | |
|------------|---|----------|--|
| Stationery | <p>ii. Photocopying Service (bidders are to note that this is an optional requirement and will only be utilised and subsequently billed if used by the MA on the day) Bidders are to include the cost of one black and white photocopy and the invoice shall be issued according to the number of copies made by the MA.</p> | YES / NO | |
|------------|---|----------|--|

Room 2: Monitoring Committee meeting.

- To be held in a separate room from the Launch.

| 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 appropriate dimming/shading for clearly visible on-screen 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, air-conditioning or 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 | |
| Shape | U shaped | YES / NO | |
| Sound | Two (2) microphones for top table and two (2) roving microphones. | YES / NO | |
| Visual | <ul style="list-style-type: none"> - One (1) projection screen and one (1) projector preferably ceiling mounted with remote control | YES / NO | |
| Simultaneous Translation | <ul style="list-style-type: none"> - Simultaneous Translation Booth – Fully equipped with PA system. | YES / NO | |
| Connectivity | Availability of free wireless internet access for delegates and client. | YES / NO | |
| Other requirements | <ul style="list-style-type: none"> v. Maltese and E.U. Flags on flagpoles in room set-up on right-hand side of the screen; vi. One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room; vii. Kindly make sure that an appropriate amount of extensions are provided in the room as the client and most delegates will be using laptops. viii. Ten (10) extra chairs to be placed at the back of the room for guest speakers. | YES / NO | |

| | | | |
|--------------------|---|-----------------|--|
| <p>Panel Table</p> | <p>iv. Number of seats; Five (5) v. PA system and microphones: Two (2) vi. The MA will be seated on the short side of the U Shape</p> | <p>YES / NO</p> | |
| <p>Stationery</p> | <p>ii. Photocopying Service (bidders are to note that this is an optional requirement and will only be utilised and subsequently billed if used by the MA on the day) Bidders are to include the cost of one black and white photocopy and the invoice shall be issued according to the number of copies made by the MA.</p> | <p>YES / NO</p> | |

ANNEX III: FINANCIAL BID

N.B. - Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.

Rate per person for the hiring of a venue inclusive of equipment and the provision of catering for the launch of the new Rural Development Programme 2014-2020 and Monitoring Committee Meeting as outlined in the Request for Quotes Document, Advert Number;

MEAIM/FPD/031/2015:

€..... per person (excluding VAT) for PART 1

€..... per person (excluding VAT) for PART 2

(Amount in words: Euro per person for PART 1

(Amount in words: Euro per person for PART 2

Notes:

- 1. The figure provided above needs to cover all the costs as per the specifications of the Request for Quotes.**
- 2. The figure provided above shall be used for Evaluation purposes only. The estimate number of persons attending the conference shall be of 50 delegates for PART 1 and 35 delegates for PART 2. The final amount to be paid by the MA shall be based on the number of persons confirmed by the MA 24 hours before the conference.**