



PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS
AUBERGE D'ARAGON, INDEPENDENCE SQUARE, VALLETTA, MALTA

**REQUEST FOR QUOTATIONS-MANAGING AUTHORITY
EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT
Ref: MEAIM/EAFRD/04/2015**

**CATERING SERVICE FOR A CONFERENCE FOR THE LAUNCH OF THE
LEADER LOCAL DEVELOPMENT STRATEGY GUIDELINES 2014-2020**

Specifications:

**Catering Service for a conference seminar for the launch of the Leader Local
Development Strategy guidelines 2014-2020**

February 2015



Rural Development Programme for Malta 2007-2013
Request for quotations 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 Managing Authority, European Agricultural Fund for Rural Development (MA EAFRD), within the Funds and Programmes Division (FPD), Ministry for European Affairs and the Implementation of the Electoral Manifesto (MEAIM) is requesting quotations for the provision of catering services for a seminar.

The cost of the 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

A seminar will be held on the **19th February 2015** between 08:30hrs and 12:00hrs (estimated and subject to change) and an average of 100 participants is envisaged to participate during the above mentioned meeting. One (1) Welcome Coffee at registration and one (1) light standing lunch / refreshments (for 100 persons) after the seminar are foreseen as indicated 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. Below you may find estimated meeting times.

Meeting	19th February 2015
Registration and welcome coffee	08:30-09:00hrs
Opening speech, Presentation, Q&A time, Presentation	09:00-11:00hrs
Conclusion	11:00-11:30hrs
Refreshments	11:30-12:00hrs

3.0 Catering Requirements

Type	Requirements
Welcome Coffee	<p>One (1) WELCOME COFFEE to be served from 08:30 to 09:00 hrs to include:</p> <ul style="list-style-type: none"> • Water • Two (2) types of juices • Coffee, tea and biscuits • Two (2) types of sweet pastries
Refreshments	<p>To be served from 11:00 to 12:00hrs to include:</p> <ul style="list-style-type: none"> • Water • Non-alcoholic beverages • Coffee • Two (2) types of Soft Drinks and Two (2) types of Juices • Five (5) types of Cold Finger food items (savoury).
Assistnace needed	<ul style="list-style-type: none"> • 1 Barman • 1 Waiter

4.0 Delivery

Delivery is to be carried out at the venue of conference:

Venue : Ghaqda Muzikali Santa Marija
Address: 22, Misrah Frenc Abela
City/Town Dingli
Country: Malta

5.0 Other information

The service provider is to set up the proposed requirements and be present on site one hour before on the day (19th February) to set up. Furthermore, any relative equipment for preservation or heating of food and drinks is to be supplied by the service provider.

6.0 Submission and Contact Details

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

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 **9th February 2015 noon**. Any clarifications received after this deadline will not be considered.

Quotations are to be submitted by 11th February 2015 noon, by hand and/or by e-mail to the following contact details:

Name: Rambert Paul Attard
Designation: E.U. Funds Officer
Address 1: Managing Authority EAFRD
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
Fax: (+356) 2200 1141
E-mail: rdd.meaim@gov.mt

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

Quotation date: _____

Contractor's/Supplier's details

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

Catering Requirements

Type	Requirements	Specify if requirement can be met PLEASE SELECT ACCORDINGLY	Please add further comments/ description	Specify price (in Euro) per person per item (Net of V.A.T.)
Welcome Coffee	<p>One (1) WELCOME COFFEE to be served from 08:30 to 09:00 hrs to include:</p> <ul style="list-style-type: none"> • Water • Two (2) types of juices • Coffee, tea and biscuits • Two (2) types of sweet pastries 	YES/NO		€
Refreshments	<p>To be served from 11:00 to 12:00hrs to include:</p> <ul style="list-style-type: none"> • Water • Non-alcoholic beverages • Coffee • Two (2) types Soft Drinks and Two (2) types Juices • Five (5) types of Cold Finger food items (savory). 	YES/NO		€
Assistnace needed	<ul style="list-style-type: none"> • 1 Barman • 1 Waiter 	YES/NO		€

Total cost of catering (water/coffee/tea/juices/food) (in Euro) per person as per above requirements:

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

Total Cost of Catering (in Euro)

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

Total Cost of Waiter Service (in Euro)

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

Total Overall Cost

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

Company Rubber Stamp:

Signature:

Name and Surname: _____