



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/02/2015**

**SEMINAR FOR THE LAUNCH OF THE  
LOCAL DEVELOPMENT STRATEGY**

**Specifications:**

**Venue and catering for a seminar for Launch of Local Development Strategy**

**January 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 a venue to hold a seminar, the provision of catering is also required.

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

A seminar will be held on the **19th February 2015** between 09.00hrs and 12.00hrs (estimated and subject to change) and an average of 40 participants is envisaged to participate during the above mentioned meeting. One (1) Welcome Coffee and one (1) light refreshments (for 40 persons) are foreseen as indicated in the indicative schedule hereunder.

**Note:** the final number of participants can be more or less than 40. Hence it 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 the bidder is 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.**

Estimated meeting timings:

Meeting	19th February 2015
Registration and welcome coffee	08.30hrs
Introduction by Parliamentary Secretary	09.00hrs
MA Presentation	09.15hrs
Q&A	09.45hrs
LAG Presentations	10.00hrs
Conclusion & Refreshments	11.00-12.00hrs

### 3.0 Venue Requirements

Type	Requirements
Venue	4 star hotels <b>or</b> 5 star hotels <b>or equivalent</b> venues with conference facilities
Location Malta/Gozo	Malta
Assistance needed	One (1) technician <b>on call</b> at setting-up and dismantling and 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 <b>free on-site parking space</b> for all participants.

### 4.0 Catering Requirements

Type	Requirements
Welcome Coffee (to be held in a separate area from the Meeting Room with <b>appropriate and clear signage</b> ).	One (1) WELCOME COFFEE to be served from 09:00 to 09:30 hrs to include water, two (2) types of juices, coffee, tea, biscuits and two (2) types of sweet pastries.
Light Refreshments (to be held in a separate area from the Meeting Room with <b>appropriate and clear signage</b> ).	To be served from 11:00 to 12:00hrs to include water, non-alcoholic beverages, coffee, five (5) types of savoury items including two (2) types of pastries.

## 5.0 Meeting Room Specifications and Requirements

Type	Specifications
Thermal Comfort	Air-Conditioning.
Lighting	Well-lit room but providing for appropriate dimming/shading for clearly visible projections from all corners of the room.
Directions	<b>IMPORTANT: Appropriate directional signage stands leading to the meeting room</b> (artwork to be provided by MA EAFRD 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 especially if windows must be left open (this includes noise emanating from the other events, from air-conditioning or from other systems).
Security	Room would require to 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	One (1) P.A. System, one (2) table microphone on the head table (in the middle and forming part of the u-shape), microphone for podium (podium to be supplied by contracting authority) and two (2) roving microphones.
Visual	One (1) projection screen to be set-up in an area visible to all participants
Connectivity	Free Wi-fi for participants
Other requirements	<ul style="list-style-type: none"> <li>i. Maltese and E.U. Flags on flagpoles in room set-up on right-hand side of the screen- space to be left for podium.</li> <li>ii. One (1) registration desk and two (2) chairs to be manned by the client to be set outside the entrance to the room hosting the event;</li> <li>iii. 5 extra chairs to be placed at the back of the room for guest speakers.</li> <li>iv. 1 small low flower arrangement to be placed on centre of head table</li> </ul>

## 6.0 Other information

Prior to selecting the service provider, an initial meeting may be called by the client to view the proposed rooms 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.

**MA EAFRD reserves the right to view the meeting room before confirming a winning bidder.** Once a service provider is confirmed, members of staff from the service provider should be available to meet MA EAFRD officials on the eve before the start of the event to ensure that the set-up is in place and that the equipment is functioning properly. All layouts and preparations require 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 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.
- ii. With reference to points 3, 4 and 5 interested service providers are requested to provide the following items with their offer:
  - Description 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 **28 January 2015 close of business**. Any clarifications received after this deadline will not be considered.

**Quotations are to be submitted by 30th January 2015 noon, by postal mail, by hand and/or by e-mail to the following contact details:**

**Name:** Helena Holland  
**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](mailto: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:	

### Venue Requirements

Type	Requirements	Specify if requirement can be met YES/NO	Please add further comments/description
Venue	4 star hotels <b>or</b> 5 star hotels <b>or</b> venues with conference facilities		
Location Malta/Gozo	Malta		
Assistance needed	One (1) technician <b>on call</b> at setting-up and dismantling and during actual event.		
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.		
Parking	Availability of <b>free on-site parking</b> space for all participants.		

### Meeting Room Specifications

Type	Specifications	Specify if requirement can be met YES/NO YES/NO	Please add further comments/description
Thermal Comfort	Air-Conditioning.		
Lighting	Well-lit room but providing for appropriate dimming/shading for clearly visible projections from all corners of the room.		
Directions	<b>Appropriate directional signage leading to the meeting room</b> (artwork to be provided by MA EAFRD 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 especially if windows must be left open (this includes noise emanating from other events, from air-conditioning or from other systems).		
Security	Room would require to 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.		

**Price of meeting room (in Euro) as per above requirements and specifications:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	_____ %	€
<b>VAT (specify rate):</b>	_____ %	€
<b>Total:</b>		€

**Catering Requirements**

<b>Type</b>	<b>Requirements</b>	<b>Specify if requirement can be met YES/NO</b>	<b>Please add further comments/ description</b>	<b>Specify price (in Euro) per person per item (net of V.A.T.)</b>
Welcome Coffee (to be held in a separate area from the Meeting Room with <b>appropriate and clear signage</b> ).	One (1) WELCOME COFFEE to be served from 09:00 to 09:30 hrs to include water, two (2) types of juices, coffee, tea, biscuits and two (2) types of sweet pastries.			€
Light Refreshments (to be held in a separate area from the Meeting Room with <b>appropriate and clear signage</b> ).	To be served from 11:00 to 12:00hrs to include water, non-alcoholic beverages, coffee, five (5) types of savoury items including two (2) types of pastries.			€



**Total cost of catering (in Euro) per person as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>VAT (specify rate):</b>	____%	€
<b>Total:</b>		€

**Total cost of catering (in Euro) based on 40 participants as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>VAT (specify rate):</b>	____%	€
<b>Total:</b>		€

**Meeting Room Requirements**

Type	Requirements	Specify if requirement can be met YES/NO	Please add further comments/description	Specify price (in Euro) or N/A if not applicable
Shape	U-shape			€
Sound	One (1) P.A. System, one (2) table microphone on the head table (in the middle and forming part of the u-shape), microphone for podium (podium to be supplied by contracting authority) and two (2) roving microphones.			€
Visual	One (1) projection screen to be set up in an area visible to all participants			€
Connectivity	Free Wi-fi for participants			
Other requirements	<ul style="list-style-type: none"> <li>i. Maltese and E.U. Flags on flagpoles in room set-up on right-hand side of the screen;</li> <li>ii. One (1) registration desk and two (2) chairs to be manned by the client to be set outside the entrance to the room hosting the event;</li> <li>iii. 5 extra chairs to be placed at the back of the room for guest speakers.</li> <li>iv. 1 small low flower arrangement to be placed on centre of head table</li> </ul>			€

**Total cost of equipment and additional requirements (in Euro) as per above:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>VAT (specify rate):</b>	____%	€
<b>Total:</b>		€

**Final Price (Meeting Room + Catering + Equipment)<sup>1</sup>:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>VAT (specify rate):</b>	____%	€
<b>Total:</b>		€

**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Evaluation will be made on the net price.