



PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

REQUEST FOR QUOTATIONS MEAIM/FPD/043/2015

Request for quotes for the hiring of a venue inclusive of equipment and the provision of catering for a training Seminar of the European Agricultural Fund for Rural Development (EAFRD), Rural Development Programme for Malta 2014-2020

Date of Publication: 15th September 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 for a training Seminar.

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	22 nd September 2015	12:00pm
Last date on which additional information are issued by the Contracting Authority	23 rd September 2015	12:00pm
Deadline for submission of quotations	29 th September 2015	10:00am
Quotation Opening Session	29 th September 2015	10:00am
* 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 invoice before 30th November 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. Requirements

The Training seminar is planned to be held on two days on the 12th and 13th October 2015 between 08:00 and 17:00 each day. The date may change. Approximately, 40 participants will be participating during the above mentioned seminar. In case the date of the training seminar changes the MA will request the winning bidder as to whether the venue is available on the alternative date. If the cheapest technically compliant bidder is not available on that date, the MA reserves the right to request the same service from the second cheapest bidder. 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 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 this number.**

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 both days is as follows (Final Agenda will be communicated once finalised) :

Meeting	Date : TBC
Registration and Welcome coffee	08:00 – 08:30
Plenary 1	08:30 – 10:30
Coffee Break	10:30 – 10:45
Plenary 2	10:45 – 12:30
Stand-up Lunch	12:30 – 13:30
Plenary 3	13:30 – 17:00

10.1. Venue Requirements

Type	Requirements
Hotel/venue classification	Four or five star hotel or conference venue of equivalent standard.
Location Malta/Gozo	Malta
Assistance needed	One (1) technician at setting-up, dismantling and on-call during actual 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 important delegates

10.2. Catering Requirements

The catering requirements for both days are listed below. Different items are to be provided for the lunch of both days

Type	Requirements
Water	One (1) bottle of 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 08:00 to 08:30hrs. 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 10:30 – 10:45hrs. 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 12:30 – 13:30hrs. 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.

10.3 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	Classroom Style <ul style="list-style-type: none"> • Tables for participants
Sound	Two (2) microphones for top table and two (2) roving microphones.
Visual	One (1) projection screen and one (1) projector
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. 5 extra chairs to be placed at the back of the room for guest speakers.

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	Four or five star hotel or venue of equivalent standard.	YES/NO	
Location Malta/Gozo	Malta	YES/NO	
Assistance needed	One (1) technician at setting-up, dismantling and on-call during actual 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	10 (ten) free parking spaces	YES/NO	

Catering Requirements

Kindly attach 2 different menus for the lunch on Day 1 and Day 2

Type	Requirements	Specify if requirement can be met	Please add further comments/description (if any)
Water	One (1) Bottle of one litre mineral water per delegate .	YES/NO	
Welcome Coffee (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) 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 or biscuits.	YES/NO	

<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 10:30 – 10:45hrs. 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>YES/NO</p>	
<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 12:30 – 13:30hrs. 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. 	<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

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	Classroom Style Tables for participants	YES/NO	
Sound	Two (2) microphones for top table and two (2) roving microphones.	YES/NO	
Visual	One (1) projection screen and one (1) projector	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. 5 extra chairs to be placed at the back of the room for guest speakers. 	YES/NO	

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 and for a training Seminar as outlined in the Request for Quotes Document, Advert Number MEAIM/FPD/043/2015:

€..... per person for both days of the Seminar (excluding VAT).

(amount in words: Euro per person for both days of the Seminar)

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 40 delegates. 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.**