

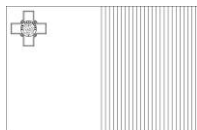


MINISTRY FOR EUROPEAN AFFAIRS AND EQUALITY
PARLIAMENTARY SECRETARY
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE

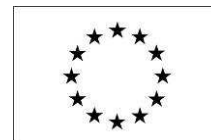
REQUEST FOR QUOTATIONS MEAE / FPD / 030 / 2018

Hiring of a seminar venue and equipment, provision of catering services and reservation of one hotel bedroom

Quotations to be submitted by Friday 13 April 2018 at 12:00 noon



Internal Security Fund 2014-2020
Co-financing rate: 100% EU Funds – Technical Assistance
Sustainable Management of Migration Flows and Internal Security



Section 1: Specifications

1.0 General background

The Funds and Programmes Division within the Parliamentary Secretariat for EU Funds and Social Dialogue, Ministry for European Affairs and Equality as the Responsible Authority for the Internal Security Fund is requesting quotations for:

1. hiring of a seminar venue and related equipment to hold a 2-day training seminar
2. provision of catering services, and
3. reservation of one hotel bedroom for single occupancy for 2 nights as accommodation for the seminar facilitator

The expenditure is eligible to be financed by the European Union from the Technical Assistance of the Internal Security Fund.

The selection of the successful bidder will be made in accordance with the Public Procurement Regulations (LN 352 of 2016) and the price excluding VAT shall be the sole award criterion.

2.0 Time-table

Date of publication of this Request for Quotations	Monday, 26 March 2018
Deadline for request for any clarifications from the Contracting Authority (Funds and Programmes Division)	Monday, 9 April 2018 at 12:00 noon
Last date on which clarifications are issued by the Contracting Authority (Funds and Programmes Division)	Wednesday, 11 April 2018 at 12:00 noon
Deadline for submission of Quotations	Friday, 13 April 2018 at 12:00 noon

3.0 Date, time and number of participants for the seminar

The seminar is scheduled to take place on **17 May 2018** (09:00 – 17:00) and **18 May 2018** (09:00 – 12:00). The first day (17 May) shall be dedicated to the plenary theoretical part while the following day will be given over to a workshop. The intention is to have the participants split into two groups for the workshop, with each group doing a case study. For that reason, it would be necessary to partition the seminar room on the 18 May in order to permit each group of participants to perform the case study without disturbance. Should partitioning of the seminar room not be possible, an additional room must be provided on 18 May for the second group of participants to perform the case study assigned to it.

The maximum number of participants will be 32. However, the Funds and Programmes Division shall communicate the precise final number to the selected bidder on **Wednesday, 16 May 2018**. The final cost shall be based on that number.

To ensure flexibility and the smooth running of the event, the Funds and Programmes Division requests to have the venue available at least one hour prior to the start of the seminar, i.e. at 08.00 on 17 May 2018.

Further information on the requirements for seminar venue is at 4.0 below.

In terms of catering provision, the following are required:

	17 May 2018	18 May 2018
Welcome coffee / tea	08.30 – 09.00	08:30 – 09:00
Free flowing water to all participants and the facilitator	09:00 – 17:00	09:00 – 12:00
Coffee / tea break	10:45 – 11:00	10:45 – 11:00
Lunch (stand up buffet)	12:45 – 13:30	-
Coffee / tea break	15.30 – 15:45	-

Further information on the selection of food and beverages to be served is at 5.0 below.

Details on the hotel bedroom requirements are at 6.0 below.

4.0 Seminar venue requirements

Category	Requirement
Minimum comfort rating of hotel	Four stars
Locality	Any locality on the island of Malta
Facility	A seminar room where the plenary theoretical part will be held on 17 May and which can be partitioned into two for the workshop on 18 May. If partitioning of the seminar room will not be possible, an additional room must be provided on 18 May.
Accessibility	Venue should be fully accessible to persons with a disability in line with the Guidelines set by the National Commission Persons with Disability
Location	Seminar room is to situated away from noise, especially if windows have be left open (this includes noise from other events, from air conditioning or from other systems)
Technical support	One technician to set up the necessary equipment before the seminar and to be on call while the seminar is underway so that in the event of a technical fault, it can be resolved immediately
Parking	Provision of free parking for all participants
Seminar room layout	Classroom style for up to 31 participants + 1 facilitator
Minimum ceiling height	2.5 metres
Thermal comfort	Air conditioning
Lighting	Well lit room with dimmer / shutters for clear visibility of projections from all angles in the room
Signage	Stands with appropriate directional signage (artwork to be provided by the Funds and Programmes Division but printed by the service provider)
Audio equipment	PA system and table-top microphone for the facilitator
Visual equipment	Laptop computer Projector: to be set up as indicated by the Funds and Programmes Division prior to the event. There should be the facility to connect the laptop computer to the projector. Projection screen behind facilitator's table
Connectivity	Availability of free wireless internet access and free telephone connection in room
Photocopying	This is to be billed only according to the number of copies (if any) made for the Funds and Programmes Division during the seminar. Quotations are to include the cost of 1 greyscale and 1 colour photocopy.
Other	Note pads, ballpoint pens and mints for up to 31 participants + 1 facilitator Maltese and EU flags on flagpoles in seminar room to the right of the projection screen

5.0 Food and beverage requirements

Category	Requirement
Water	1 x 75 cl bottle of mineral still or sparkling water for the facilitator and for each participant or 1 x 1.5 litre bottle for every two persons (per day)
Welcome coffee / tea	A welcome coffee / tea to be served between 08.30 and 09:00. This is to include coffee / tea / mineral water / fruit juices, fresh fruit cuts, plain and chocolate croissants, and biscuits.
Coffee / tea break	A coffee / tea break to be served at 10:45 which should include coffee / tea / mineral water / fruit juices, 2 varieties of sweet pastry, 2 types of sandwiches / wraps (1 of which should be vegetarian), cheese cakes and pea cakes
Lunch (stand up buffet)	A stand up buffet lunch consisting of 12 finger food items, including a selection of vegetarian savoury items, and sweets (e.g. pastries). With regard to beverages, free flowing still and sparkling water should be provided, as well as tea and coffee.
Coffee / tea break	A coffee / tea break to be served at 15:30 which should include coffee / tea / mineral water / fruit juices and a selection of 4 desserts
<i>Cutlery, crockery, glasses, napkins and waiting staff are to be provided by the service provider</i>	
<i>The menus (or a selection thereof) should be provided with the quotation</i>	

6.0 Hotel bedroom

In addition to the requirements set out at 4.0 and 5.0 above, quotations must also include the bedroom price at the same hotel as the seminar venue, for single occupancy, for 2 nights. With a hotel comfort rating of at least four stars, the bedroom must be fully air-conditioned; have a private bath or shower, an internal or external telephone and radio; and room service from breakfast to midnight¹.

7.0 Other information

Prior to confirming the selection, the Funds and Programmes Division reserves the right to request a preliminary meeting to view the proposed seminar venue and hotel bedroom in order to confirm facilities meet the specifications set down at 4.0 and 6.0 above. The Division might request that the proposed seminar venue be configured for viewing as per layout requirements and for ensuring the functionality of the technical equipment.

Once the selection of the hotel is confirmed, the successful bidder should ensure that members of its staff will be available to meet officials from the Funds and Programmes Division the day before the start of the event to ensure that the approved set-up is in place and that the equipment is functioning properly.

8.0 Submission and contact details

Only quotations received directly from hotels will be considered. Quotations submitted by intermediaries will not be taken into account.

Negotiations will be conducted solely and directly with qualifying hotels.

Interested hotels should complete and submit Section 2 of this Request for Quotations.

All prices must show VAT separately and in full. VAT must not be incorporated in the price or shown as a percentage. An invoice will be required after the event.

For clarifications and further information, please write to the Funds and Programmes Division on fpd.meae@gov.mt by **12:00 noon of Monday, 9 April 2018**. Requests for clarifications and further information received after this date will be disregarded.

The deadline for receipt of quotations is Friday, 13 April 2018 at 12:00 noon. Quotations are to be submitted by email on fpd.meae@gov.mt.

¹ As defined on page 16 of the Malta Hotels Directory 2018 published on behalf of the Malta Tourism Authority

Section 2

To be completed in by interested service providers

Quotation date: _____

1.0 Bidder's details

Company name	
Contact person	
Company address	
Telephone number	
Mobile telephone number	
E-mail address	

2.0 Seminar venue requirements

Category	Requirement	Requirement can be met YES / NO	Additional comments / description
Minimum comfort rating of hotel	Four stars		
Locality	Any locality on the island of Malta		
Facility	A seminar room where the plenary theoretical part will be held on 17 May and which can be partitioned into two for the workshop on 18 May. If partitioning of the seminar room will not be possible, an additional room must be provided on 18 May.		
Accessibility	Venue should be fully accessible to persons with a disability in line with the Guidelines set by the National Commission Persons with Disability		
Location	Seminar room is to situated away from noise, especially if windows have be left open (this includes noise from other events, from air conditioning or from other systems)		
Technical support	One technician to set up the necessary equipment before the seminar and to be on call while the seminar is underway so that in the event of a technical fault, it can be resolved immediately		
Parking	Provision of free parking for all participants		
Seminar room layout	Classroom style for up to 31 participants + 1 facilitator		
Minimum ceiling height	2.5 metres		
Thermal comfort	Air conditioning		
Lighting	Well lit room with dimmer / shutters for clear visibility of projections from all angles in the room		
Signage	Stands with appropriate directional signage (artwork to be provided by the Funds and Programmes Division but printed by the service provider)		
Audio equipment	PA system and table-top microphone for the facilitator		

Category	Requirement	Requirement can be met YES / NO	Additional comments / description
Visual equipment	Laptop computer Projector: to be set up as indicated by the Funds and Programmes Division prior to the event. There should be the facility to connect the laptop computer to the projector. Projection screen behind facilitator's table		
Connectivity	Availability of free wireless internet access and free telephone connection in room		
Photocopying	Cost of 1 greyscale photocopy	€	
	Cost of 1 colour photocopy	€	
Other	Note pads, ballpoint pens and mints for up to 31 participants + 1 facilitator Maltese and EU flags on flagpoles in seminar room to the right of the projection screen		

Total cost of hire of seminar venue and equipment as per above specifications:

Net price	€
Any discount (specify rate) ____%	€
VAT (specify rate) ____%	€
Total	€

3.0 Food and beverages

Category	Requirement	Requirement can be met YES / NO	Additional comments / description	Price per person (excluding VAT) €
Water	1 x 75 cl bottle of mineral still or sparkling water for the facilitator and for each participant or 1 x 1.5 litre bottle for every two persons (per day)			
Welcome coffee / tea	A welcome coffee / tea to be served between 08.30 and 09:00. This is to include coffee / tea / mineral water / fruit juices, fresh fruit cuts, plain and chocolate croissants, and biscuits.			
Coffee / tea break	A coffee / tea break to be served at 10:45 which should include coffee / tea / mineral water / fruit juices, 2 varieties of sweet pastry, 2 types of sandwiches / wraps (1 of which should be vegetarian), cheese cakes and pea cakes			
Lunch (stand up buffet)	A stand up buffet lunch consisting of 12 finger food items, including a selection of vegetarian savoury items, and sweets (e.g. pastries). With regard to beverages, free flowing still and sparkling water should be provided, as well as tea and coffee.			
Coffee / tea break	A coffee / tea break to be served at 15:30 which should include coffee / tea / mineral water / fruit juices and a selection of 4 desserts			
<i>Cutlery, crockery, glasses, napkins and waiting staff are to be provided by the service provider</i>				
<i>The menus (or a selection thereof) should be provided with the quotation</i>				

Cost of food and beverage per person as per above specifications:

Net	€
Any discount (specify rate) ____%	€
VAT (specify rate) ____%	€
Total	€

Total cost of food and beverages based on 32 persons as per above requirements:

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

4.0 Hotel bedroom

Category	Requirement	Requirement can be met YES / NO	Additional comments / description
Hotel bedroom	Single occupancy, for 2 nights		
	Fully air-conditioned		
	Private bath or shower		
	Internal or external telephone		
	Radio		
	Room service from breakfast to midnight		

Total cost of hotel bedroom as per above specifications:

Net price	€
Any discount (specify rate) ____%	€
VAT (specify rate) ____%	€
Total	€

5.0 Grand total price (seminar venue and equipment + food and beverages + hotel bedroom)²:

Net	€
Any discount (specify rate) ____%	€
VAT (specify rate) ____%	€
Grand total	€

Official company rubber stamp:

Signature:

Name and surname of signatory:

² Price excluding VAT will be the sole award criterion