



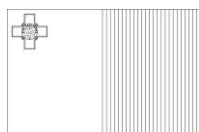
PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE

REQUEST FOR QUOTATIONS MEAE / FPD / 025 / 2019

Specifications:

***Hiring of a venue and provision of catering services for ISF and AMIF
Monitoring Committees to be held on 4 June 2019***

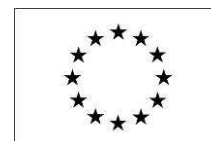
Deadline for Submission: Friday 10 May 2019 at 5.00 pm



**Asylum, Migration and Integration Fund and 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 Ministry for European Affairs and Equality as the Responsible Authority for the Asylum, Migration and Integration Fund and Internal Security Fund is requesting quotations for the hiring of one meeting room as well as the provision of catering services for the 5th AMIF and ISF Monitoring Committee meetings to be held on Tuesday 4 June 2019.

The expenditure will be financed by the European Union from the Technical Assistance of the two Funds.

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN 352 of 2016) and the cheapest technically compliant will be awarded the bid.

2.0 Date, time and number of participants

The Monitoring Committees for the AMIF and ISF are going to be held on the 4 June 2019. The first Monitoring Committee for approximately **10 persons are envisaged to attend will start at 8.00 am** with a welcome coffee. Following closure of first Monitoring Committee meeting at around 10.30 am refreshments will be served to the participants emerging from the first committee. They will be joined by an **additional 10 persons** who will be attending the second Monitoring Committee. Following closure of second Monitoring Committee meeting at around 1.00pm, refreshments will be served to the 10 persons that would have attended the second meeting. It is thought that both events will last for around six (6) hours altogether.

Note: The final number of participants at the Monitoring Committees shall be communicated to the service provider not earlier than 24 hours before the start of the first event. The final expenditure shall be based on that final number.

To ensure flexibility and the smooth running of the event, we would require the catering service to be available at the venue identified at least half an hour before the start of the first Monitoring Committee.

Envisaged timetable of event:

AMIF and ISF Monitoring Committees	4 June 2019 8.00 am – 2 pm
Registration and Welcome Coffee for the First Monitoring Committee (10 persons)	8.00 am – 8.30 am
First Monitoring Committee	8.30 am – 10.30 am
Registration for the Second Monitoring Committee and Refreshments in between First and Second Monitoring Committee (20 persons)	10.30 am – 11.00 am
Second Monitoring Committee	11.00 am – 1.00 pm
Refreshments after Second Monitoring Committee (10 persons)	1.00 pm – 1.30 pm
Concluding meeting	1.30 pm – 2.00 pm

3.0 Venue requirements

Type	Requirement	Requirement can be met YES / NO	Additional comments / description
Minimum comfort rating	Four / five star hotel or conference venues		
Locality	Central area in Malta		
Meeting room layout	U-shaped; extra chairs must be also allocated on the side in case more participants attend		
	Head table to be part of the U-shape and to be placed at the shorter end of U-shape		
	Podium with microphone at the opposite side of the head table		
	Maltese flag on flagpole on same side as podium		
	EU flag on flagpole on same side as the podium		
	One registration desk and 2 chairs at the entrance to the meeting room or in a suitable area inside the meeting room		
Equipment	Projector and big screen set up opposite the head table		
	Laptop connected to the projector, and speaker set up on the podium for presentations (to include sound connection in case videos will be shown)		
	One microphone set up on the podium One roving microphone to be used by participants sitting around the U-shape table Three microphones on the top table		
Connectivity	Free internet access through wireless connectivity		
	Electricity lead extensions to the U-Shape Table		
Lighting	Well-lit room and providing appropriate dimming / shading for clearly visible projections from all corners of the room		

Directions	Directional signage at all venue access points and leading to proposed room. (Artwork to be provided to the service provider by FPD)		
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 Disability		
On-site assistance	One technician on-call throughout the event, including setting up and dismantling		
Parking	-		

3.1- Cost of venue

Net cost for the hiring of the venue as per above specifications	€
VAT	€
Total cost including VAT	€

3.0 Catering requirements

Item	Requirement	Requirement can be met YES / NO	Additional comments / description	Price per person (ex VAT) €
Water and mints	One (1) 75 cl bottle of mineral still / sparkling water for each participant of each Monitoring Committee or one (1) 1.5L bottle for every two participants Following the end of the first Monitoring Committee, used glasses should be replaced together with new water bottles for the second Committee			
Welcome coffee	To be served at around 8.00 am and include coffee, tea, water, juices and two (2) types of pastries			

First refreshment	Stand-up refreshments at around 10.30 am including sparkling and still water, soft drinks, tea, coffee, juices together with six items of finger food including pastries and sweets (four items should be savouries, at least one of which should be vegetarian and the other two should be sweet)			
Second refreshment	Stand-up refreshments at around 1.00 pm including sparkling and still water, soft drinks, tea, coffee, juices together with six items of finger food including pastries and sweets (four items should be savouries, at least one of which should be vegetarian and the other two should be sweet) The items should be different from the first refreshment			
Waiting staff	One person to serve the beverages outlined above Please quote cost of service for entire event			
<i>Cutlery, glasses, napkins and waiting staff are to be provided by the service provider.</i> Refreshments table is to be set up at a suitable area inside or outside the meeting room.				

4.1 - Cost of catering

Net cost of water and mints as per above specifications based on 20 persons:	€
Net cost of Welcome Coffee as per above specifications based on 10 persons:	€
Net cost of First Refreshment as per above specifications based on 20 persons:	€
Net cost of Second Refreshment as per above specifications based on 10 persons:	€
Net cost for the service of Waiting Staff as per above specifications:	€
Total net cost	€
VAT	€
Total cost including VAT	€

Quotation date: _____

Supplier / Contractor details

Company name	
Contact person's name and surname	
Company address	
Contact telephone number	
E-mail address	

Global cost of event	
(a) Net cost of venue (as per Table 3.1)	€
(b) Net cost of catering (as Per Table 4.1)	€
(c) Total net cost of venue and catering (= a + b)	
(d) VAT on venue and catering	
(e) Global cost of venue and catering (= c + d)	

4.0 Additional information

Prior to selecting the service provider, an initial meeting may be requested by the Funds and Programmes Division to view the proposed room in order to confirm the requirements as per specifications. The service provider might be requested to set up the proposed room for viewing by the Funds and Programmes Division as per layout requirements.

Once the service provider is confirmed, members of staff from the service provider should be available to meet the Funds and Programmes Division officials before the start of the event to ensure that the set-up is in place. All layouts may be required to be approved by the Funds and Programmes Division before being finalised.

6.0 Data protection

Any personal data submitted in the framework of this 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 Managing Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

7.0 Submission and contact details

Clarifications and further information may be requested by the calling Brendan Tanti on **+356 22001179** or sending an email on brendan.a.tanti@gov.mt by **5.00 pm** of **Tuesday 7 May 2019**. Any clarification requests after this deadline will not be considered.

Quotations are to be submitted by filling this template and submitting it via e-mail on brendan.a.tanti@gov.mt

Closing date for submission of quotations is Friday 10 May 2019 at 5.pm