

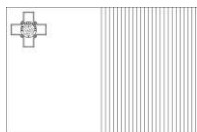


MINISTRY FOR EUROPEAN AFFAIRS AND EQUALITY
PARLIAMENTARY SECRETARY
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE

REQUEST FOR QUOTATIONS MEAE / FPD / 123 / 2019

Hiring of a seminar venue, equipment and provision of catering services

Quotations to be submitted by Thursday, 7 November 2019 at 16:00hrs



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 Parliamentary Secretariat for EU Funds and Social Dialogue, Ministry for European Affairs and Equality as the Responsible Authority for the Internal Security Fund and the Asylum, Migration and Integration Fund is requesting quotations for:

1. hiring of a seminar venue and related equipment to hold a 2-day training seminar on the 19 and 20 November 2019
2. provision of catering services

The expenditure is eligible to be financed by the European Union from the Technical Assistance of the Asylum Migration and Integration Fund and 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	Thursday, 31 October 2019
Deadline for request for any clarifications from the Contracting Authority (Funds and Programmes Division)	Monday, 4 November 2019, noon.
Last date on which clarifications are issued by the Contracting Authority (Funds and Programmes Division)	Tuesday, 5 November 2019 16:00hrs
Deadline for submission of Quotations	Thursday, 7 November 2019 16:00hrs

3.0 Date, time and number of participants for the seminar

The seminar is scheduled to take place on **19 November 2019** (08:30 – 17:00) and **20 November 2019** (08:30 – 12:00). Both days shall be dedicated to a networking and training event.

The number of participants is expected to be between 50 and 60. However, the Funds and Programmes Division shall communicate the precise final number to the selected bidder on **Monday 18 November 2019**. 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 07.30 on 19 November 2019.

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

In terms of catering provision, the following are required:

	19 November 2019	20 November 2019
Welcome coffee / tea	08.30 – 09.00	08:30 – 09:00
Free flowing water to all participants and the head table	09:00 – 17:00	09:00 – 12:00
Coffee / tea break	11:00 – 11:15	11:00 – 11:15
Lunch (stand up buffet)	13:15 – 14:00	---

Further information on the selection of food and beverages to be served is at 5.0 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 in classroom style, with a head table for 3 persons
Accessibility	Venue should be fully accessible to persons with a disability in line with the Guidelines set by the Commission for the Rights of Persons with Disability
Location	Seminar room is to be situated away from noise, especially if windows have to be left open (this includes noise from other events, sections of the hotel, 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 30 free parking spaces / tickets
Seminar room layout	Classroom style for up to 60 participants + a head table for 3 persons.
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 head table
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 the head 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	Maltese and EU flags on flagpoles in seminar room to the right of the projection screen

5.0 Food and beverage requirements

19 November 2019

Tuesday, 19 November 2019	
Category	Requirement
Water	1 x 75 cl bottle of mineral still or sparkling water for 3 persons at the head table 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, 2 Danish pastries and biscuits.
Coffee / tea break	A coffee / tea break to be served at 11:30 which should include coffee / tea / mineral water / fruit juices, 2 types of sandwiches / wraps (1 of which should be vegetarian), cheese cakes and pea cakes
Lunch (stand up buffet)	A standing 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.
<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>	
Wednesday, 20 November 2019	
Category	Requirement
Water	1 x 75 cl bottle of mineral still or sparkling water for 3 persons at the head table 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, 2 Danish pastries and biscuits.
Coffee / tea break	A coffee / tea break to be served at 10:30 which should include coffee / tea / mineral water / fruit juices, 2 types of sandwiches / wraps (1 of which should be vegetarian), cheese cakes and pea cakes and one sweet pastry.
<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 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 in order to confirm facilities meet the specifications set down at 4.0 and 5.0 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 before the event to ensure that all requirements can be met and that on the day, the approved set-up is in place and that the equipment is functioning properly.

7.0 Submission and contact details

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

Negotiations will be conducted solely and directly with qualifying bidders.

Interested bidders 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, 4 November 2019**. Requests for clarifications and further information received after this date will be disregarded.

The deadline for receipt of quotations is Thursday, 7 November 2019 at 16:00 hrs. Quotations are to be submitted by email on fpd.meae@gov.mt.

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 which can hold at least 60 persons classroom style and a head table for 3 persons		
Accessibility	Venue should be fully accessible to persons with a disability in line with the Guidelines set by the National Commission for the Rights of 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 spaces/tickets for at least 30 persons		
Seminar room layout	Classroom style for up to 60 participants + 3-person head table. Kindly indicate maximum capacity of seminar room proposed.		
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 head table and a roving microphone.		

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 head table		
Connectivity	Availability of free wireless internet access		
Photocopying	Cost of 1 greyscale photocopy	€	
	Cost of 1 colour photocopy	€	
Other	Note pads, ballpoint pens and mints for up to 60 participants + the 3 person head table 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	€

2.0 Food and beverages

Tuesday, 19 November 2019

Category	Requirement	Requirement can be met	Additional comments / description	Price per person (excluding VAT)
		YES / NO		€
Water	1 x 75 cl bottle of mineral still or sparkling water for 3 persons at the head table and for each participant or 1 x 1.5 litre bottle for every two persons			
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, 2 Danish pastries and biscuits.			
Coffee / tea break	A coffee / tea break to be served at 11:00 which should include coffee / tea / mineral water / fruit juices, 2 types of sandwiches / wraps (1 of which should be vegetarian), cheese cakes and pea cakes			
Lunch (stand up buffet)	A standing 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.			
<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>				

Wednesday, 20th November 2019

Category	Requirement	Requirement can be met	Additional comments / description	Price per person (excluding VAT)
		YES / NO		€
Water	1 x 75 cl bottle of mineral still or sparkling water for 3 persons at the head table and for each participant or 1			

	x 1.5 litre bottle for every two persons			
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, 2 Danish pastries and biscuits.			
Coffee / tea break	A coffee / tea break to be served at 11:00 which should include coffee / tea / mineral water / fruit juices, 2 types of sandwiches / wraps (1 of which should be vegetarian), cheese cakes and pea cakes and one sweet pastry.			
<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, 19 November 2019:

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

Cost of food and beverage per person as per above specifications, 20 November 2019:

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

Total cost of food and beverages based on 60 persons as per above requirements:

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

4.0 Grand total price (seminar venue and equipment + food and beverages)¹:

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

Official company rubber stamp:

Signature:

Name and surname of signatory:

¹ Price excluding VAT will be the sole award criterion