

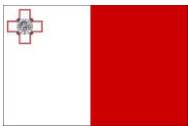
**REQUEST FOR QUOTATIONS – MANAGING AUTHORITY
EUROPEAN AGRICULTURAL FUNDS FOR RURAL DEVELOPMENT**

Ref: MEAIM/EAFRD/10/09/2014

WORKSHOP YOUNG FARMERS

**Specifications:
Provision of Outside Catering for Worskshop**

10th September, 2014



Rural Development Programme for Malta (2007 – 2013)
Request for quotations part-financed by the European Union
The European Agricultural Funds for Rural Development
Co-financing rate:
75% European Union, 25% Government of Malta
Europe Investing in Rural Areas



Section 1: Specifications

1.0 General Background

The Managing Authority for the European Agricultural Funds for Rural Development for Malta 2007-2013 (MA-EAFRD), Funds & Programmes Division within the Ministry for European Affairs and Implementation of the Electoral Manifesto is requesting quotations for the provision of outside catering service for a workshop open to registered participants.

The cost of service will be financed by the European Union from the Technical Assistance of the European Agricultural Funds for Rural Development for Malta 2007-2013.

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN296 of 2010) and the cheapest technically compliant offer will be selected.

2.0 Sessions' dates, time and number of participants

The information session will be held on **Monday, 15th September, 2014 (09.00 – 12.00)** at **Dar l-Ewropa, 254, Triq San Pawl, Valletta VLT 1215**

An average number of 25 participants are envisaged.

Note: The final number of participants shall be communicated to the service provider 24 hours before the start of the event. The final expenditure is to be based on this number.

3.0 Catering Requirements

Type	Requirements
Welcome Coffee	A welcome coffee to be served at 09.00 which shall include water, 2 types of juices, coffee, tea and four types of food items
<i>Cutlery, glasses and napkins are to be provided by the service provider. The service provider is also to ensure that premises are left clean.</i>	

4.0 Preliminary meeting with FPD

An initial meeting may be called by the client to in order to confirm the catering requirements as per specifications.

5.0 Submission and Contact Details

It is important to note that submission of quotations will be **only** accepted directly from suppliers and **not** through intermediaries.

Interested service providers are to fill in and submit Section 2 of the specifications in order to provide:

- A complete quotation with separate prices for the following:
 - Price per person for the catering.
 - Price per item

All prices must quote VAT separately and in full, which 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.

Quotations are to be submitted by noon Thursday, 11th September 2014 at noon by email to the following contact details:

Name	Helena Holland
Designation	EU Funds Officer
Tel	(+356) 2200 1177
Email	rdd.meaim@gov.mt

Section 2: To be filled in by interested service providers

Quotation date: _____

Suppliers/Contractor's details

Company's Name:	
Contact Person's Name and Surname:	
Company's Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

Catering Requirements

Type	Requirements	Specify if requirement can be met Yes/NO	Please add further comments/description	Specify price (in Euro) per person per item) (exc of VAT
Welcome Coffee	1. coffee, 2. tea, 3. water 4. 2 types of juices			
	4 types of food items			
Type	Requirements	Specify if requirement can be met Yes/NO	Please add further comments/description	Specify price (in Euro) for the event (exc of VAT)
	Cutlery, glasses and napkins			
Waiter service	1 waiter to serve the tea, coffee, drinks and food			

Other Charges if applicable (excluding Vat):

Total cost of catering (water/coffee/tea/juices/food) (in Euro) per person as per above requirements:

Net:	
Any discount: (specify rate) ____%	
Vat (specify rate): ____%	
Total:	

Total Cost of cutlery, glasses, napkins & Waiter Service

Net:	
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Any discount: (specify rate) ___%	
Vat (specify rate): ___%	
Total:	

Total Overall Cost

Net:	
Any discount: (specify rate) ___%	
Vat (specify rate): ___%	
Total:	

Company Rubber Stamp:

Signature:

Name & Surname