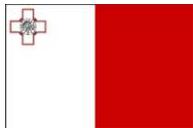


REQUEST FOR QUOTATIONS

MEAE/FPD/017/2017

Request for Quotations for the hiring of a venue inclusive of equipment and the provision of catering for the meeting of the Monitoring Committee of the European Agricultural Fund for Rural Development for Malta 2014 – 2020



Rural Development Programme for Malta 2014-2020

Part financed by the European Union
Co-financing Rate:
75% European Union; 25% Government of Malta



***The European Agricultural Fund for Rural Development:
Europe investing in rural areas***

Request for quotations for the hiring of a venue inclusive of equipment and the provision of catering for the meeting of the Monitoring Committee of the European Agricultural Fund for Rural Development for Malta 2014 – 2020

Reference: MEAE/FPD/017/2017

Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authority (MA), of the European Agricultural Fund for Rural Development, is for the hiring of a venue inclusive of equipment and the provision of catering for the 3rd meeting of the Monitoring Committee of the Rural Development Programme for Malta 2014 – 2020.

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Agricultural Fund for Rural Development (EAFRD) 2014-2020.

2. Procedure

This Request for Quotations is being issued in line with the **Public Procurement Regulations 2016 (Legal Notice 352 of 2016)**.

This is a unit price contract. The Managing Authority shall determine the award of the RFQ on the basis of the lowest price offered compliant with the quotation requirements.

2.1. Timetable

Date of Publication of RFQ	Friday 25th August 2017
Deadline for request for any clarifications from the MA	Wednesday 30th August 2017
Last date on which clarifications are issued by the MA	Friday 1st September 2017
Deadline for submission of Quotations	Thursday 7th September 2017

2.2. Method of Submission of Quotations

2.2.1. Signed and Scanned Quotations including filled in Annex I, II and III of this document must be submitted before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) by email on rdd.meae@gov.mt.

2.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted

for any rejected 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 any clarification by the Managing Authority as stipulated in Section 2.1 specifying the reference and RFQ title to e-mail address: rdd.meae@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, including 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 sixty (60) days from the closing date for the submission of the RFQ as shown in 2.1 above.
- 2.3.2. The Managing Authority may, at its own discretion, extend the deadline for submission of quotations. The Managing Authority will upload a notice in this regard on its website www.eufunds.gov.mt

2.4. **Evaluation of Quotations and Award**

- 2.4.1. The evaluation of the Quotations will be based on compliance with the requirements.
- 2.4.2. In the interest of transparency and equal treatment and without being able to modify their Quotations, Bidders may be required, at the sole written request of the Managing Authority, 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 requirements.
- 2.4.7. Notification of Award shall be sent via email and published on the Managing Authority's notice board.
- 2.4.8. The Managing Authority reserves the right to cancel the whole quotation procedure and reject all quotations. The Managing Authority reserves the right to initiate a new invitation to collect quotes.
- 2.4.9. In the event of a quotation procedure's cancellation, any bidders will be notified by the Managing Authority.
- 2.4.10. In no circumstances will the Managing Authority 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 Managing Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Managing Authority to implement the activity announced.

3. Objectives

The meeting will be held on the 29th September (subject, albeit unlikely, to possibly change as per direction given by MA) 2017 between 08:30hrs and 14:30hrs (estimated and subject to change) and an average of 35 participants are envisaged to participate during the above mentioned meeting. Welcome coffee and refreshments for approximately 35 persons –are foreseen as indicated in the indicative schedule hereunder.

The timing of the refreshments (i.e. not the welcome coffee) will be instructed by the MA on the day of the event, depending on the flow of the meeting.

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 charge/fee shall be based on this number.

In this regard you are requested to indicate that your proposed room is available on this date. Also, to ensure flexibility and the smooth running of the event, the MA would require the venue to be available at least 1 hour prior to the event. Also, the Managing Authority may request that a site visit is carried out on the eve of the event, accompanied by the person in charge of the venue. Room is to be locked up when not in use. Alternatively, the service provider is to provide a separate and accessible storeroom for client's own use which can be locked up.

Estimated meeting timings:

Meeting	29th September 2017
Registration and welcome coffee	08:30hrs – 09:00hrs
Monitoring Committee Meeting	09:00hrs – 11:00hrs
Refreshments	11:00hrs – 11.30hrs

4. Response Requirements

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. **Annex II**: Technical Offer Template duly filled;
- c. Bidder's financial offer as per **Annex III**: Financial Bid.

5. Requirements for Award

The service provider is expected to satisfy the venue, meeting rooms and catering requirements specified in the following sections.

6. Service Requirements

6.1. Venue Requirements

Type	Requirements
Hotel/venue classification	Four or five star hotel or venue of equivalent standard.
Location	Malta: Valletta or Floriana.
Assistance needed	One (1) technician at setting-up, dismantling and on-call during actual event.
Accessibility	Venue should have full accessibility and facilities for persons with disability in line with the Guidelines set by the National Commission Persons with Disability.
Parking	Guaranteed availability of at least 5 free parking spaces. Any charges related to this applicant should be borne by service provider.

6.2. Catering Requirements

Type	Requirements
Water	Flowing Still and Sparkling water per delegate around the table throughout the day.
<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 08:30hrs to 09:00hrs. 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 (mix of sweet of savoury); d. Still and sparkling water.
<p>Refreshments</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>Refreshments to be served from 11:00 to 11:30hrs (timing may be modified by the MA, depending on the flow of the meeting, as indicated in Section 3 of this document). This shall include:</p> <ul style="list-style-type: none"> a. Coffee and tea; b. A selection of two (2) fruit juices and 3 soft drinks; c. A selection of six (6) pastries (mix of sweet and savoury), different from the morning coffee ones. ; d. Still and sparkling water.
Service	An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during welcome coffee and refreshments.

6.3. 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 may be provided by FPD but printed by the service provider/venue). 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 and any ongoing works.
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	U-Shape set-up (please refer to Annex IV)
Sound	<ul style="list-style-type: none"> • One (1) P.A. System; • Five (5) table microphones on the head table (the head table will be part of the U-shape set up, please refer to attached drawing (refer to Annex IV); • One table microphone per two (2) participants (excluding head table).

Visual	<p>One (1) projection screen to be set-up in between the ends of the U-shape.</p> <p>One large monitor to be set-up close to top table, which makes reading from screen possible from both ends of head table.</p> <p>One projector set up in an adequate location with suitable connections to be connected to the client's laptop (client's laptop will be placed on the head table).</p>
Connectivity	<p>Availability of free wireless internet access for delegates and client.</p>
Simultaneous Interpretation Booth	<p>Simultaneous Interpretation Booth - fully equipped with PA system and Microphones - amount of headphones and microphones for participants shall be communicated to the service provider not earlier than 24 hours before the start of the event. This may be required by the total of participants for this session however it is likely to be required by a limited number of participants.</p>
Other requirements	<ul 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) writing pad and at least one (1) pen/pencil per delegate; iii. One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room; iv. At least twenty four (24) extensions are to be provided in the room for the use of laptops and/or other devices; v. Five (5) extra chairs to be placed at the back of the room.

7. Financing

This quotation is being co-financed through the European Union Funds from the Technical Assistance of the European Agricultural Fund for Rural Development (EAFRD) 2014-2020.

8. Method of Payment

Payment will be affected following the issuing of a valid invoice, certified correct by the Managing Authority (based on the number of participants as confirmed by the MA 24 hours prior to the event).

9. 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.

10. 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 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.

11. 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.

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 (Yes/No)	Please add further comments/description (if any)
Hotel/venue classification	Four or five star hotel or venue of equivalent standard.		
Location	Malta: Valletta or Floriana.		
Assistance needed	One (1) technician at setting-up, dismantling and on-call during actual event.		
Accessibility	Venue should have full accessibility and facilities for persons with disability in line with the Guidelines set by the National Commission Persons with Disability.		
Parking	Guaranteed availability of at least 5 free parking spaces. Any charges related to this applicant should be borne by service provider.		

Catering Requirements

Type	Requirements	Specify if requirement can be met	Please add further comments/ Description (if any)
Water	Flowing Still and Sparkling water per delegate around the table throughout the day.		
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 08:30hrs to 09:00hrs. This shall include: <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 (Mix of sweet of savoury) d. Still and sparkling water 		
Refreshments (to be held in a separate room/area from the Meeting Room with appropriate and clear signage leading from one room/area to another).	Refreshments to be served from 11:00 to 11:30hrs (timing may be modified by the MA, depending on the flow of the meeting, as indicated in Section 3 of this document). This shall include: <ul style="list-style-type: none"> a. Coffee and tea; b. A selection of two (2) fruit juices and 3 soft drinks; c. A selection of six (6) pastries (mix of sweet and savoury), different from the morning coffee ones. ; d. Still and sparkling water. 		

Service	An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during welcome coffee and refreshments.		
---------	--	--	--

Meeting Room Specifications and Requirements

Type	Specifications	Specify if requirement can be met	Please add further comments/description (if any)
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 may be provided by FPD but printed by the service provider/venue). 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 and any ongoing works.		
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	U-Shape set-up (please refer to Annex IV)		
Sound	<ul style="list-style-type: none"> • One (1) P.A. System; • Five (5) table microphones on the head table (the head table will be part of the U-shape set up, please refer to attached drawing (refer to Annex IV); • One table microphone per two (2) participants (excluding head table). 		

<p>Visual</p>	<p>One (1) projection screen to be set-up in between the ends of the U-shape.</p> <p>One large monitor to be set-up close to top table, which makes reading from screen possible from both ends of head table.</p> <p>One projector set up in an adequate location with suitable connections to be connected to the client's laptop (client's laptop will be placed on the head table).</p>		
<p>Connectivity</p>	<p>Availability of free wireless internet access for delegates and client.</p>		
<p>Simultaneous Interpretation Booth</p>	<p>Simultaneous Interpretation Booth - fully equipped with PA system and Microphones - amount of headphones and microphones for participants shall be communicated to the service provider not earlier than 24 hours before the start of the event. This may be required by the total of participants for this session however it is likely to be required by a limited number of participants</p>		
<p>Other requirements</p>	<ul 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) writing pad and at least one (1) open/pencil per delegate; iii. One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room; iv. At least twenty four (24) extensions are to be provided in the room for the use of laptops and/or other devices; v. Five (5) extra chairs to be placed at the back of the room. 		

ANNEX III: FINANCIAL BID

Cost per person including all services listed in this Request for Quotation.

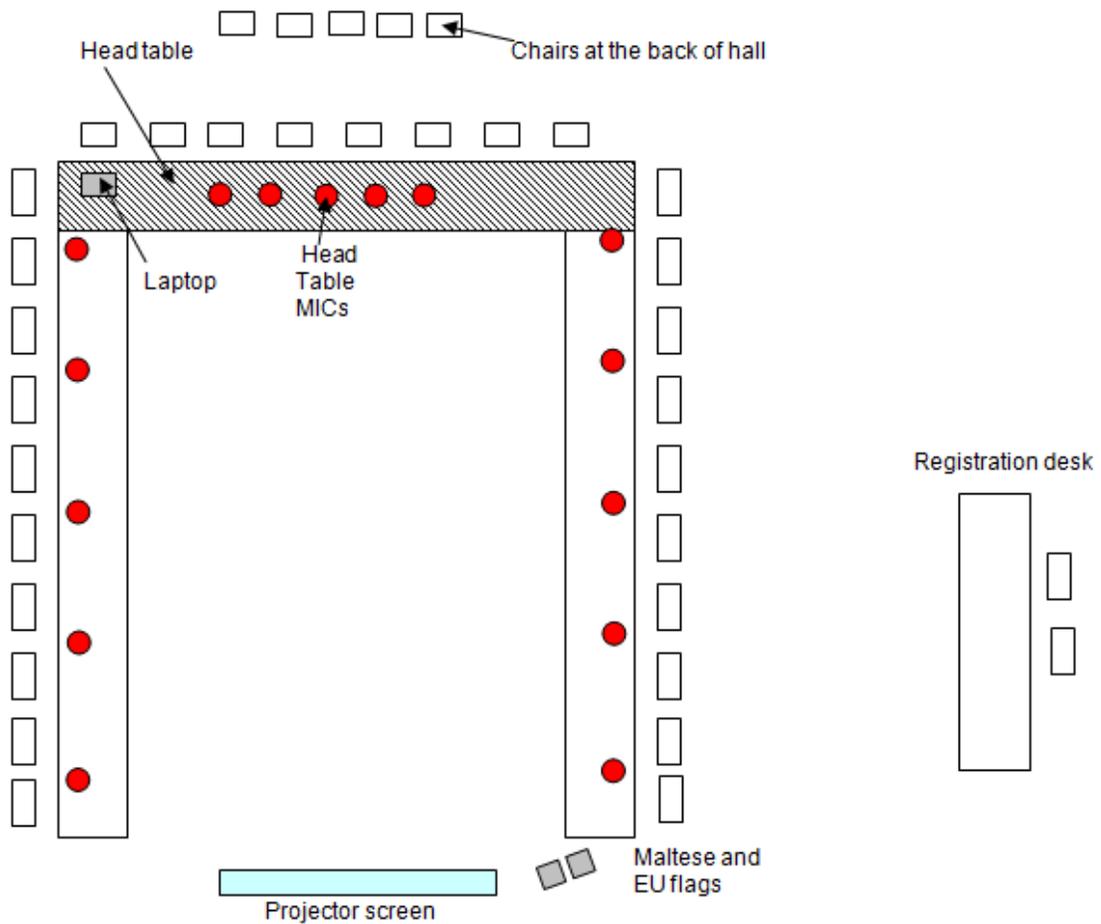
ITEM	AMOUNT IN €
Cost per person Excluding VAT	
VAT (18%)	
Cost per person Including VAT	

Supplier's Rubber Stamp (If available):

Signature: _____

Name and Surname: _____

ANNEX IV: VENUE SET UP



*P.S.: The number of chairs around the table is **NOT** equivalent to the actual number of participants attending. This number will be confirmed by the client prior to the event.*

P.S. 1: The laptop will be provided by the client.

P.S. 2: The registration desk may be placed outside the meeting room, depending on size of room and adjacent facilities.