



PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS
AUBERGE D'ARAGON, INDEPENDENCE SQUARE, VALLETTA, MALTA

**REQUEST FOR QUOTATIONS-MANAGING AUTHORITY
EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT
Ref: MEAIM/EAFRD/05/2015**

**PROVISION OF CHAIRS FOR A CONFERENCE FOR THE LAUNCH OF
THE LEADER LOCAL DEVELOPMENT STRATEGY GUIDELINES 2014-
2020**

Specifications:

**Setup and delivery of chairs for a conference seminar for the launch of the Leader
Local Development Strategy guidelines 2014-2020**

February 2015



Rural Development Programme for Malta 2007-2013
Request for quotations part-financed by the European Union
Technical Assistance
The European Agricultural Fund for Rural Development
Co-financing rate: 75% EU Funds; 25% National Funds



Europe Investing in Rural Areas

Section 1: specifications

1.0 General Background

The Managing Authority, European Agricultural Fund for Rural Development (MA EAFRD), within the Funds and Programmes Division (FPD), Ministry for European Affairs and the Implementation of the Electoral Manifesto (MEAIM) is requesting quotations for the delivery and setup of chairs for a conference.

The cost of said chairs and relevant services will be part-financed by the European Union under the European Agricultural Fund for Rural Development. The selection of the successful bidder will take place in line with the Public Contracts Regulations (L.N. 296 of 2010).

2.0 Dates, time and number of participants

A seminar will be held on the **19th February 2015** between 08:30hrs and 12:00hrs (estimated and subject to change) and an average of 100 participants is envisaged to participate during the above mentioned 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 expenditure shall be based on this number.**

To ensure flexibility and the smooth running of the event, **we would require the setup to be completed the day before the event (18th February), preferable in the evening.** When the event finishes, **Chairs are to be collected after 14:00hrs.**

Estimated meeting timings:


Meeting	19th February 2015
Registration and welcome coffee	08:30-09:00hrs
Opening speech, Presentation, Q&A time, Presentation	09:30-11:00hrs
Conclusion	11:00-11:30hrs
Refreshments	11:30-12:00hrs

3.0 Delivery

Delivery is to be carried out at the venue of conference:

Venue : Ghaqda Muzikali Santa Marija
Address: 22, Misrah Frenc Abela
City/Town Dingli
Country: Malta

4.0 Service Requirements

Type	Requirements
Chairs	<p>Conference chairs are to be similar BUT NOT NESESARILY identical to the one found below:</p> 
Service	<p>Set up chairs in conference hall – 18th February Collection of chairs following event – after 2 pm on 19th february</p>

5.0 Other information

MA EAFRD reserves the right to view the chairs before confirming a winning bidder. Prior to selecting the service provider, once awarded and advised, the winning bidder is to send a picture of the chosen type of chair. Members of staff from the service provider should be available to meet MA EAFRD officials on the eve (18thfeb) of the event to ensure that the set-up is in place and requirements are as per specifications.

6.0 Submission and Contact Details

Interested service providers are to provide the following in the specified table in section 2.

All prices must quote Value Added Tax (V.A.T.) separately and in full. V.A.T. 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 by **9th February 2015 at noon**. Any clarifications received after this deadline will not be considered.

Quotations are to be submitted by 11th February 2015 noon, by hand and/or by e-mail to the following contact details:

Name: Rambert Paul Attard
Designation: E.U. Funds Officer
Address 1: Managing Authority EAFRD
Funds and Programmes Division
Ministry for European Affairs and the Implementation of
the Electoral Manifesto
Address 2: Triq il-Kukkanja
City/Town: Santa Venera SVR 1411
Country: Malta
Telephone: (+356) 2200 1059
Fax: (+356) 2200 1141
E-mail: rdd.meaim@gov.mt

Section 2: to be filled-in by interested service providers

Quotation date: _____

Contractor's/Supplier's details

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

Service Requirements

Type	Specify if requirement can be met PLEASE SELECT ACCORDINGLY	Please add further comments/ description	Specify price (in Euro) per chair (Net of V.A.T.)
Chairs	YES/NO		€
Service (Setup and Collection)	YES/NO		€

Price per Chair:

Price Per Chair	€
Price of 100 chairs	€

Final Price (for 100 chairs plus service)¹:

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

Company Rubber Stamp:

Signature:

Name and Surname: _____

¹ Evaluation will be made on the net price.