



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/03/2015**

**PA SYSTEM FOR A CONFERENCE FOR THE LAUNCH OF THE LEADER  
LOCAL DEVELOPMENT STRATEGY GUIDELINES 2014-2020**

**Specifications:**

**PA system 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 provision of a PA system for a seminar.

The cost of the system 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 that will have an average of 100 persons attending.

To ensure flexibility and the smooth running of the event, **we would require the setup to be completed the day before the event (18<sup>th</sup> February), preferable in the evening.** When the event finishes **all equipment is 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	09:00-11:00hrs
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 Equipment Specifications and Requirements

Type	Specifications
Sound	<ul style="list-style-type: none"> <li>• One (1) P.A. System</li> <li>• Two (2) table microphones on the head table and two (2) roving microphones.</li> </ul>
Visual	One (1) projection screen
Assistance needed	One (1) technician <b>on call</b> at setting-up and dismantling and during actual event.

### 5.0 Other information

**MA EAFRD reserves the right to view the System before confirming a winning bidder.** Members of staff from the service provider should be available to meet MA EAFRD officials on the eve or before the start of the event (min an hour before) 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 tables 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 **9<sup>th</sup> February 2015 noon**. Any clarifications received after this deadline will not be considered.

**Quotations are to be submitted by 11<sup>th</sup> 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](mailto: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:	

**Equipment Specifications and Requirements**

<b>Type</b>	<b>Specifications</b>	<b>Specify if requirement can be met</b> <b>PLEASE SELECT ACCORDINGLY</b>	<b>Specify price (in Euro) per item</b> <b>(Net of V.A.T.)</b>
Sound	One (1) P.A. System, two (2) table microphones on the head table and two (2) roving microphones.	<b>YES/NO</b>	
Visual	One (1) projection screen.	<b>YES/NO</b>	
Assistance needed	One (1) technician <b>on call</b> at setting-up and dismantling and during actual event.	<b>YES/NO</b>	

**Total Price<sup>1</sup>:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_

---

<sup>1</sup> Evaluation will be made on the net price.