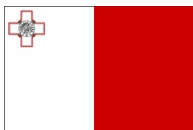


REQUEST FOR QUOTATIONS

MEAE/FPD/070/2017

Request for Quotations for the provision of catering for the Evaluation Help desk Seminar 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 provision of catering for the Evaluation Help desk Seminar of the European Agricultural Fund for Rural Development for Malta 2014 – 2020

Reference: MEAE/FPD/070/2017

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 provision of catering for the Evaluation Help Desk Seminar.

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	20th December 2017
Deadline for request for any clarifications from the MA	27th December 2017
Last date on which clarifications are issued by the MA	29th December 2017
Deadline for submission of Quotations	05th January 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 seminar will be held on the 10th January (subject, albeit unlikely, to possibly change as per direction given by MA) 2018 between 08:30hrs and 12:45hrs and approximately 12 participants are envisaged to participate during the above mentioned seminar. Refreshments for approximately 12 persons –are being sought. Delivery of items shall be made between 10:00 – 10:30hrs.

Note: the final number of participants shall be communicated to the service provider not earlier than 24 hours before the start of the seminar. The final charge/fee shall be based on this number.

In this regard you are requested to provide catering services prior to the start of the mid-seminar break including delivery at the proposed premises.

Estimated meeting timings:

Meeting	10 th January 2018
Mid-Seminar Break	10:30hrs – 11:00hrs

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 catering and transportation requirements specified in the following sections.

6. Service Requirements

6.1. Catering Requirements

Type	Requirements
Refreshments	Refreshments to include: <ul style="list-style-type: none"> a. A selection of two (2) fruit juices and 2 soft drinks; b. A selection of five (5) pastries (4 savoury and 1 sweet).
Transport	Transportation should be done between 10:00 – 10:30hrs at the following address: <p style="text-align: right;"> Agriculture and Rural Payments agency, Government Farm Ghammieri, Marsa, Malta </p>

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

Catering Requirements

Type	Requirements	Specify if requirement can be met	Please add further comments/ Description (if any)
Refreshments	<p>Refreshments to include:</p> <ul style="list-style-type: none"> c. A selection of two (2) fruit juices and 2 soft drinks; d. A selection of five (5) pastries (4 savoury and 1 sweet). 		
Transport	<p>Transportation should be done at the following address between 10:00 – 10:30hrs:</p> <p>Agriculture and Rural Payments agency, Government Farm Ghammieri, Marsa, Malta</p>		

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: _____