



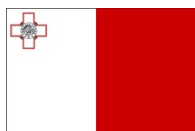
REQUEST FOR QUOTATIONS

MEAIM/FPD/013/2017

Request For Quotations for the hiring of venue and provision of catering services for a formal dinner, as part of the Informal Meeting of the Directors for Rural Development organised by the European Agricultural Fund for Rural Development (EAFRD), in relation to Malta's Presidency of the Council of the European Union in 2017

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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 venue and provision of catering services for a formal dinner, as part of the Informal Meeting of the Directors for Rural Development organised by the European Agricultural Fund for Rural Development (EAFRD), in relation to Malta's Presidency of the Council of the European Union in 2017

Reference: MEAIM/FPD/013/2017

Terms of Reference

1. Scope of Services

This Request for Quotations, which is being issued by the Managing Authority (MA) for the European Agricultural Fund for Rural Development (EAFRD), is for the hiring of a venue and provision of catering services for a formal sitting dinner during the Informal Meeting of the Directors for Rural Development, organized by the MA as part of a series of Malta's chairing of the Presidency of the Council of the European Union. The venue must be a 5* (five star) hotel within the locality of St Julian's, Malta.

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Agricultural Funds 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	09/02/2017
Deadline for request for any clarifications from the MA	15/02/2017
Last date on which clarifications are issued by the MA	17/02/2017
Deadline for submission of Quotations	20/02/2017 (end of business)

2.2. Method of Submission of Quotations

- 2.2.1. Signed and Scanned Quotations including Annex I, II and II can be submitted before the deadline for submission of Quotations as indicated in the Timetable (Section 2.1) by e-mail on rdd.meaim@gov.mt
- 2.2.2. Late submissions will be rejected and will not be evaluated. No liability will be accepted for rejection of 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 e-mail 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 the e-mail address: rdd.meaim@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 and will also issue an advert on the Government Gazette.

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.
- 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 e-mail 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

An informal meeting is going to be held on the 23rd of March 2017 (**NOTE: This RFQ refers to a dinner on the eve of the meeting i.e. 22nd of March 2017**). This event is part of a series of meetings held in relation to Malta's Presidency of the Council of the European Union, whereby approximately two (2) participants from each Member States and delegates from the European Commission will be invited to discuss topics relevant to the future of agricultural and rural development funding.

The participants are expected to arrive in **Malta on the 22nd of March 2017 (date and time are subject to potentially change, mostly depending on flight arrangements, amongst others), whereby a sitting dinner will be organized. Approximately 60 to 80 participants (small variations possible)** are envisaged to participate during the above mentioned dinner.

The scope of this RFQ is the provision of catering services for the above mentioned dinner at a venue which shall be a **5* (five star) hotel within the locality of St Julian's, Malta**.

The Managing Authority requires the following services:

- The provision of the requested Catering Items specified in this RFQ;

- The provision of an adequate venue/restaurant to host the Formal Dinner [must be a 5* (five star) hotel within the locality of St. Julian's, Malta];
- Presence of a Food and Beverage Support Manager to be present before and during the event;
- Food and beverage assistants to be present during the dinner;
- Specific area where the event is to be hosted is to be exclusive / closed off for this event.

In view of the very important nature of the meeting, a high-level of competence and attention to detail in the delivery of services is required from the chosen contractor. An excellent knowledge of planning processes and ability to respect deadlines and to facilitate timely implementation of activities are essential.

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

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. **Annex I:** Details of Bidder;
- 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 all the catering requirements specified in the following section.

6. Service Requirements

6.1. Catering Requirements

Type	Requirements
Water and soft drinks	Flowing Still and Sparkling water per delegate around the tables throughout the night. Soft drink options to be provided upon request by the delegate.
Welcome drink	A welcome drink to be served by hotel staff upon entering restaurant. Variety of options to be offered, including one based on Maltese liquor and a non-alcoholic option.
Beer	2 types of local beer (1 white and 1 dark beer) to be served upon request by the delegate prior to and during dinner. <u>A flat rate is to be included in the global price</u> and not according to consumption.
Wine	Flowing local D.O.K. Red and White wine per delegate throughout the night. <u>A flat rate is to be included in the global price</u> and not according to consumption.

Formal Sitting Dinner	<p>One (1) FORMAL SITTING DINNER to be served approximately from 19:30hrs to 21:15hrs. This shall include:</p> <p>Seating plan:</p> <ul style="list-style-type: none">• The Contracting Authority (CA) will provide a seating plan in due course (it is probable that the CA will request 9 round tables by 8 persons, but this will be confirmed in due course). <p>Dinner should be based on a buffet style sit down dinner. Since this is an international event, Maltese traditional food options are to be included. Dinner shall minimally consist of:</p> <ol style="list-style-type: none">a) An antipasto station with a minimum selection of six (6) items;b) Soup station with a selection of two (2) items (one option should be a Maltese traditional soup);c) Pasta station with a selection of two (2) items (one of which is baked pasta);d) Meat station with either fillet cut beef or rib-eye beef;e) Rabbit;f) One (1) fresh fish option;g) Sides of hot vegetables station and baked potatoes;h) A dessert station – a variety of Maltese pastries and/or ice-creams;i) Freshly brewed coffee (all types) and warm date fritters (imqaret) on all tables. <p>It would be preferable to have live cooking and serving options for some of the food options above.</p> <p>Maltese bread together with butter shall be served during the dinner</p>
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Service	An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during the formal sitting dinner.
Signage	The Hotel is to provide the necessary and adequate signage. The Contracting Authority will provide the logo and the details of the event/meeting.
Music	Basic live music is to be provided throughout the night – the type of music is to be confirmed with the Contracting Authority prior to the event.
Notes	<ul style="list-style-type: none"> a) All the above is to be presented to and cleared with the Contracting Authority not later than 10 calendar days prior to the event; b) There may be instances where guests attending the dinners have food intolerances. The Contractor would have to provide alternative dishes / preparations or use appropriate ingredients for such guests. The Contractor will be advised 48 hours beforehand; c) It is to be noted that this is not a Gala dinner but a standard Delegate’s dinner. However, the levels of service are to be set accordingly. d) Venue should have full accessibility and facilities for persons with disability in line with the Guidelines set by the National Commission Persons with Disability.

7. Financing

This quotation is being co-financed through the European Union Funds from the Technical Assistance of the European Agricultural Funds 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.

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

(to be filled-in by interested service providers)

I. DETAILS OF BIDDER SUBMITTING QUOTE

Name of Person Submitting the Bid	
Company Postal Address	
E-mail Address	
Company Telephone Number	
Company VAT Registration Number	
Contact Person's Name and Surname	
Position of Contact Person within the Company	
Contact Person's Mobile Number	
I.D. Card Number	

ANNEX II

Technical Offer Template

I. CATERING REQUIREMENTS¹

Type	Requirements	Specify (by circling around) if requirement can be met	Please add any further comments/ description (if any, not necessary)
Welcome Drink	A welcome drink to be served by hotel staff upon entering the venue. Variety of options to be offered, including one (1) based on Maltese liquor and a non-alcoholic option.	YES / NO	
Water and Soft Drinks	Flowing Still and Sparkling water per delegate around the table throughout the night . Soft drink options to be provided upon request by the delegate.	YES / NO	
Beer	2 types of local beer (1 white and 1 dark beer) to be served upon request by the delegate prior to and during dinner. <u>A flat rate is to be included in the global price</u> and not according to consumption.	YES / NO	
Wine	Flowing local D.O.K. Red and White wine per delegate throughout the night. <u>A flat rate is to be included in the global price</u> and not according to consumption	YES / NO	

¹ Supplier should provide an adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during the formal sitting dinner. Staff costs should be included in catering price quoted

Formal Sitting Dinner	Dinner based on <u>buffet style sit down dinner</u> :		
	a) An antipasto station with a minimum of six (6) items	YES / NO	
	b) Soup station with a selection of two (2) items (one option should be a Maltese traditional soup);	YES / NO	
	c) Pasta station with a selection of two (2) items (one of which is baked pasta)	YES / NO	
	d) Meat station with either fillet cut beef or rib-eye beef	YES / NO	
	e) Rabbit	YES / NO	
	f) One (1) fresh fish option	YES / NO	
	g) Sides of hot vegetables station and baked potatoes	YES / NO	
	h) A dessert station – a variety of Maltese pastries and/or ice-creams	YES / NO	
	i) Freshly brewed coffee (all types) and warm date fritters (imqaret) on all tables	YES / NO	
	j) It would be preferable to have live cooking and serving options for some of the food options above [OPTIONAL]	YES / NO	
	k) Maltese bread together with butter shall be served during the dinner	YES / NO	

Service	An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during the formal sitting dinner	YES / NO	
Signage	The Hotel is to provide the necessary and adequate signage. The Contracting Authority will provide the logo and the details of the event/meeting.	YES / NO	
Music	Basic live music is to be provided throughout the night – the type of music is to be confirmed with the Contracting Authority prior to the event.	YES / NO	
Notes	a) All the above is to be presented to and cleared with the Contracting Authority not later than 10 calendar days prior to the event	YES / NO	
	b) There may be instances where guests attending the dinners have food intolerances. The Contractor would have to provide alternative dishes / preparations or use appropriate ingredients for such guests. The Contractor will be advised 48 hours beforehand	YES / NO	
	c) It is to be noted that this is not a Gala dinner but a standard Delegate’s dinner. However, the levels of service are to be set accordingly	YES / NO	
	d) Venue should have full accessibility and facilities for persons with disability in line with the Guidelines set by the National Commission Persons with Disability	YES / NO	

ANNEX III

Financial Bid

I. COST PER PERSON INCLUDING ALL SERVICES AND CONSUMPTION LISTED IN THIS REQUEST FOR QUOTATION.

ITEM	AMOUNT IN €
Cost per person (excluding VAT)	
VAT per person (____%)	
Cost per person (including VAT)	

Supplier's Rubber Stamp (If available):

Signature: _____

Name and Surname: _____