



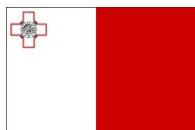
REQUEST FOR QUOTATIONS

MEAIM/FPD/014/2017

Request For Quotations for outdoor catering services for a sit-down lunch, 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

PUBLISHED IN GOVERNMENT
GAZETTE ON 09/02/2017

FEBRUARY 2017



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 outdoor catering services for a sit-down lunch, 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/014/2017

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 provision of outdoor catering services for a sit-down lunch 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 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 III 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.

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 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

The Informal Meeting for the Directors of Rural Development is going to be held from the 22nd to the 24th 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.

Site-visits are envisaged on **Friday 24th March 2017** (i.e. the third day of the programme). A sit-down lunch will be organized at **Salini at 13:00** in order to wrap up the Informal Meeting. Approximately **50 to 80 participants** are envisaged to participate during the above mentioned lunch. **Please note that date, time and all locations/venue are subject to potential change.**

The scope of this RFQ is the provision of the catering requirements and related furniture for the above mentioned lunch at Salini. The service provider will be requested to **set up, deliver and provide catering services** during the lunch (the setup of the tables and chairs will be decided with the service provider prior to the event).

The MA may either request lunch to be served:

- Buffet style method;
- Bowls / food platters presented on each table, or;
- Already plated service (for the main course).

The service provider would also need to provide an adequate number of waiters / catering attendants. **The price is to be quoted per person and is to include ALL requirements expected as per this RFQ.** The MA would like to inform potential applicants that there is no kitchen, no chairs and no tables on site. The service provider needs to be able to cater both inside and outside, due to the possibility of inclement weather.

Note: the final number of participants shall be communicated to the service provider not earlier than 24 hours before the start of the lunch. 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	Flowing Still and Sparkling water per delegate around the tables throughout the lunch.
Soft drinks	Three (3) types of soft drink options – to be provided upon request of the delegate.
Wine	Flowing house wine per delegate throughout the lunch.

Sit-down Lunch	<p>Starter:</p> <ul style="list-style-type: none"> • Fresh pumpkin soup; <p>Main Course:</p> <ul style="list-style-type: none"> • Beef Bragioli; • Veal Fillets; • Cooked Vegetarian Option; <p>Sides:</p> <ul style="list-style-type: none"> • Sauces to be provided for each meat dish; • Baked potatoes; • Fresh vegetables; • Maltese Bread; <p>Dessert:</p> <ul style="list-style-type: none"> • Variety of small cakes and pastries; <p>Coffee</p>
----------------	---

Service	<p>An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during the sit-down lunch.</p>
---------	--

Notes	<p>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;</p> <p>b) There may be instances where guests attending the lunch 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;</p> <p>c) It is to be noted that this is a standard Delegate’s lunch. Thus, the levels of service are to be set accordingly.</p>
-------	--

6.2. Furniture Requirements

Type	Amount
Tables	A suitable number of tables for the envisaged number of participants
Chairs	Suitable chairs for each delegate

6.3. Tableware

Type	Description
Cutlery	The cutlery that shall be provided is to be made of stainless steel
Crockery (plates, bowls, etc.)	The crockery provided shall be made of ceramic
Glasses	The glasses are to be made of standard glass (not crystal or plastic)
Napkins	A suitable number of napkins for the lunch are also to be provided

6.4. Delivery

Type	Description
Delivery	The delivery of the above-mentioned catering items and all related furniture

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 if requirement can be met	Please add any further comments/ description (if any)
Water	Flowing Still and Sparkling water per delegate around the tables throughout the lunch.	YES / NO	
Soft drinks	Three (3) types of soft drink options – to be provided upon request of the delegate.	YES / NO	
Wine	Flowing house wine per delegate throughout the lunch.	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

Sit-down Lunch	Starter: <ul style="list-style-type: none"> • Fresh pumpkin soup 	YES / NO	
	Main Course: <ul style="list-style-type: none"> • Beef Bragioli • Veal Fillets • Cooked Vegetarian Option 	YES / NO	
	Sides: <ul style="list-style-type: none"> • Sauces to be provided for each meat dish • Baked potatoes • Fresh vegetables • Maltese Bread 	YES / NO	
	Dessert: <ul style="list-style-type: none"> • Variety of small cakes and pastries 	YES / NO	
	Coffee	YES / NO	

Service	An adequate number of food and beverage assistants to set up and dismantle catering equipment and attend catering area during the sit-down lunch.	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 lunch 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 a standard Delegate's lunch. Thus, the levels of service are to be set accordingly.	YES / NO	

II. FURNITURE REQUIREMENTS

Tables	A suitable number of tables for the envisaged number of participants	YES / NO	
Chairs	Suitable chairs for each delegate	YES / NO	

III. TABLEWARE

Cutlery	The cutlery that shall be provided is to be made of stainless steel	YES / NO	
Crockery (plates, bowls, etc.)	The crockery provided shall be made of ceramic	YES / NO	
Glasses	The glasses are to be made of standard glass (not crystal or plastic)	YES / NO	
Napkins	A suitable number of napkins for the lunch are also to be provided	YES / NO	

IV. DELIVERY

Delivery	The delivery of the above-mentioned catering items and all related furniture	YES / NO	
----------	--	-----------------	--

ANNEX III

Financial Bid

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

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

Supplier's Rubber Stamp (if available):

Signature: _____

Name and Surname: _____