

Call for Quotations - CfQ

Call for Quotations for the provision of accommodation in Brussels: 3rd - 6th December 2018

Issued by: *Malta-EU Steering and Action Committee*

CfQ: MEUSAC-ESF/05/2018

Issue Date: 03/10/2018

Response/Submission Date and Time: ***Friday 12th October noon
(12:00pm)***

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Operational Programme II - European Structural and Investment Funds 2014-2020
*“Investing in human capital to create more opportunities and promote the well
-being of society”*



Project part-financed by the European Social Fund
Co-financing rate: 80% European Union; 20% National Funds

Section A: Instructions

1) Response to this CfQ is to be submitted through e-mail on info.meusac@gov.mt, quoting the CfQ reference number in the subject.

All submissions will be dealt with in strictest confidence.

Section B: General Information

1) Purpose

The purpose of this Call for Quotation (CfQ) is for accommodation services in Brussels for three (3) nights, for eighteen (18) employees. This procurement will lead MEUSAC, the Contracting Authority (CA), to fulfil the specific objectives listed in an awarded tender for the provision of training services to MEUSAC employees as part of the ESF-funded project 'ENGAGE: Enhancing Stakeholder Participation in Social Dialogue'; Operational Programme II - European Structural and Investment Funds 2014-2020 "Investing in human capital to create more opportunities and promote the well-being of society". Co-financing: 80% European Union 20% National Funds.

2) Beneficiary

The beneficiary, being the Malta-EU Steering and Action Committee (CA), a Government agency in terms of the Public Administration Act (Cap. 497) by Legal Notice 154 of 2017, is the point of contact for this CfQ. Please refer any inquiries to:

MEUSAC
280, Republic Street,
Valletta, VLT 1112
Telephone: 00 356 2200 3300
E-mail: info.meusac@gov.mt

The CA will notify the Economic Operators of any CfQ addenda/updates, if any, by e-mail.

3) Scope and Terms & Conditions

The scope of this CfQ is for the provision of accommodation services in Brussels for three (3) nights, for eighteen (18) employees. Please refer to the below specifications that need to be met and made clear in the submitted quotation:

- **Number of people:** eighteen (18) adults;
- **Room specification:** one room per person. The room has to have its private bathroom, air conditioning and a bed not smaller than the standard Single European size;
- **Dates:** three (3) nights, check-in on the 3rd of December 2018 and check out on the 6th of December 2018;
- **Reception:** The premises must have a reception available between 06:00-00:00;
- **Luggage storage:** the premises must have a luggage storage able to hold the luggage of eighteen (18) people for a certain duration of time;
- **Cancellation policy:** if cancellation occurs, the CA reserves the right to be refunded at least 50% per person seven (7) days before;

- **Meals:** Only breakfast must be included in the quotation;
- **Airport transfers:** airport transfer to and from the chosen airport, namely, either Brussels National (BRU) or Brussels South Charleroi Airport (CRL). If there is a difference in price, kindly quote accordingly;
- **Wi-Fi:** Wi-Fi should be available in all areas of the premises, with internet speed of at least: download 15Mbps and upload 5Mbps;
- **Location:** Brussels city centre;
- **Clarification:** the Economic Operator reserves the right to ask for any clarification. Any clarification should be sent by e-mail on info.meusac@gov.mt, by not later than the 8th of October 2018 noon (noon);
- **Quoted Price:** the price quoted must include all taxes and administrative fees that may be incurred by the CA. Quotations have to also include the cost per room per person;
- **Payment:** Payment will be processed on the final day of the stay.

The contract will be awarded to the Economic Operator meeting all the specifications mentioned at the cheapest, most economic quotation.

The quotations must be sent by **Friday 12th October noon (12:00pm)** and any quotation sent after will be ignored.

Section C: Details of information requested

1) General Economic Operator Information

The Contracting Authority is asking interested Economic Operators to submit a response containing, the following information:

- Declaration concerning exclusion grounds as follows:-

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

I confirm the above (please tick box)	
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- Declaration concerning Selection Criteria

I hereby declare that I understand that the selection criteria will solely be based on cheapest price as quoted in Section B.3.

I confirm the above (please tick box)	
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2) Specific Project Overview

Not applicable - please refer to **Section B.1 Purpose** and **B.3 Scope and Terms and Conditions** for information.

3) Response Format

Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete. Economic Operators must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the Contracting Authority in the Call for Quotations.

Section D: Additional Information

Not applicable.

Section E: Financial Bid Form

Kindly attach a quotation confirming the specifications in Section B.3 or more. Quotations missing any specifications in section B.3 will not be eligible and the quotation will not be considered. Kindly note that the quotation has to be both excluding and including VAT.

Signature

Name of Company