

Closing Date: 21 November 2018	Notice: MEUSAC
Date Published: 15 November 2018	File No: Seminar-Venue- MT-350(2)-2018

Seminar-Venue-MT-350(2)-2018
REQUEST FOR QUOTATIONS
for the provision of services for the organisation of a seminar

Note:

Bidders are bound by their offers until at least 60 days after the deadline for submission

1. Background

MEUSAC (the Malta-EU Steering and Action Committee) is an agency established by Legal Notice 154 of 2017 and in terms of the Public Administration Act (Cap. 497) to carry out functions related to consultation on European Union (EU) policy and legislation, EU-related information and assistance on EU funding programmes.

In this context, MEUSAC is organising a seminar on EU funds for educators and youths.

2. Services required

MEUSAC (hereafter referred to as the ‘Contracting Authority’) is seeking a reputable service provider to provide logistical and catering services for a four-hour seminar to be held on 28 November 2018, between 16.00hrs and 20.00hrs.

The full specifications are found in section 4 below.

3. Timeframe:

The time-frames for the completion of this Request for Quotations are:

Date Published	15 November 2018
Closing Date	21 November 2018 at 9.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	19 November 2018 at 11.00 hrs CET
Last date on which additional information are issued by the Contracting Authority	20 November 2018 at 9.00 hrs CET

4. Deliverables:

The Contracting Authority will commission a reputable firm or individual to provide the following:

a) Facilities

- i. The provision of a minimum four-star standard venue for a maximum of sixty (60) participants (including organising staff). The venue must provide a plenary hall in theatre style set up and four (4) break-out rooms for fifteen (15) participants each.
- ii. The provision of free parking facilities and free WIFI access to all participants.
- iii. The provision of a registration table, three four (4) feet tables and eight (8) chairs placed outside the plenary hall. The tables must be suitably covered.

- iv. An open space outside the plenary hall for the setting up of an exhibition. The open space should have a minimum area of one-hundred (100) square metres to serve as an exhibition space adjacent to the main hall and to cater for a standing reception to be held throughout the time of the seminar.
- v. The provision of audio-visual equipment in the main hall as follows: a projector, a screen measuring no less than 200cm by 200cm, a suitable PA system, two (2) roving microphones, a podium with a microphone, and a laptop computer with a cordless switcher/clicker for PowerPoint presentation purposes.
- vi. The provision of the services of a technical person to ensure the smooth running of the proceedings of the event with regards to sound, lighting and projection. The technician should be available prior to the commencement as well as for the duration of the event.
- vii. The provision of four (4) break-out rooms equipped with chairs for approximately fifteen (15) participants in each room. The break-out rooms must be equipped with three (3) round tables, with five (5) chairs each, a screen, projector and a flip chart. Preferably, the break-out rooms should be on the same floor of the hall or room where the plenary session would take place.
- viii. The winning bidder should provide the necessary assistance for the setting up of an exhibition in the open plan adjacent to the main hall. The exhibition will be supplied and set up by an external provider, commissioned by the Contracting Authority's co-host in the organisation of the event.

b) Catering

- i. A welcome coffee prior to the commencement of the event for sixty (60) participants consisting of a selection of coffee, tea, water and juices. These are to be accompanied by three (3) food items consisting of pastries and cake.
- ii. The provision of a standing self-service cocktail meal for the duration of the seminar, with a minimum of eight (8) items including wraps, sandwiches, bridge rolls, quiche, arancini, chicken/beef kebabs other savouries and sweets. Bidders are to quote also for a beverage package of soft drinks, orange juice and water for sixty (60) persons. The actual number of participants will be confirmed two days in advance of the event.

5. Selection and Award Requirements

In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed certain minimum criteria described hereunder.

(A) Eligibility Criteria

- i) Details of Bidder (Annex 1)
- ii) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment (Annex 2)
- iii) Bidders Declaration (Annex 3)

(B) Financial Offer

- i) A filled-in Financial Bid Form (Annex 4): A detailed explanation of the cost must be attached with the financial bid.

Completing the Financial Offer

In the Financial Offer, rates and prices will be entered in the appropriate columns in Euro.

Errors will be corrected as follows:

- a) where there is a discrepancy between amounts in figures and in words, the amount in words will prevail; and
- b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will prevail.

Documentation related to the financial offer that needs to be filled in, is made available to prospective bidders in Annex 4. Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT. The VAT element, if requested, is to be quoted separately.

6. Award Criteria

The contract will be awarded to the cheapest technically compliant quotation.

7. Cancellation of the Request for Quotations Procedure

In the event of the cancellation of a Request for Quotations procedure, bidders will be notified by the Contracting Authority.

Cancellation may occur where:

- The Request for Quotations procedure has been unsuccessful, namely where no quotations or no suitable quotations have been submitted;
- The economic or technical parameters of the project have been fundamentally altered;

- The exceptional circumstances or *force majeure* render normal performance of the project impossible;
- There have been irregularities in the procedure, in particular where these have prevented fair competition;
- All technically compliant quotations exceed the financial resources available.

In no circumstances will the Contracting 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 Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the project announced.

8. Formalities

Any information and/or clarifications are to be addressed to info.meusac@gov.mt.

Proposals are to be addressed to info.meusac@gov.mt and must be titled, **‘Request for Quotations for the provision of services for the organisation of a seminar’** (Seminar-Venue-MT-350(2)-2018) by not later than 9.00 hrs CET of 21 November, 2018. Late submissions will not be considered.

9. Payment Schedule

The payments will be made, on presentation of a final invoice. Following payment, the successful bidder must submit a fiscal receipt within 15 days.

**Annex 1
Details of Bidder**

Name of Legal Representative of the Company/Bidder	
Address	
E-mail address	
Tel. Nr/s	
Mobile Phone Nr/s	
VAT Registration Nr	
Signature	
I.D. Card Nr	
Date	

Annex 2
Statement on Conditions of Employment

1. It is hereby declared that all employees engaged on this contract shall enjoy working conditions including wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.
2. It is hereby declared that no part of the services to be provided under this contract shall be sub-contracted to an economic operator who has in his employment employees, who are already in employment with the bidding entity and are carrying out, with the sub-contractor, the same or very similar duties as those in their contract of employment with the bidding entity.
3. The sub-contractor/s agree to all the conditions listed in this statement.
4. It is hereby declared that the service being provided under this contract will be carried out solely by the bidding entity employees, or bona fide self-employed individuals. No work will be carried out by persons designated as self-employed where their actual employment status in terms of the Employment Status National Standard Order LN 44/2012 is that of an employee.
5. It is hereby declared that all the employees of the bidding entity, whether providing services to the contracting authority or not, have a written contract of service and are registered with the competent authority of my country, which in the case of Malta is Jobsplus. If this bid is awarded to us, we shall furnish a list of employees who will be providing the services. Copies of the written contracts of service of the employees will be available at any time for inspection.
6. It is hereby declared that the bidding entity's employees shall be given a detailed payslip containing all relevant details including the amount paid, normal hours worked, overtime hours, hours worked on Sundays and Public Holidays, hours availed of as leave or sick leave, a breakdown of bonuses/allowances as well as deductions made (such as social security contributions and income tax).
7. It is hereby declared that all the wages/salaries of the bidding entity's employees are paid only by direct payment in the employee's bank account.
8. It is hereby declared that the relevant bank statements of wage/salaries' deposit and copies of the detailed payslips will be made available as and when required by the Director of Industrial and Employment Relations.
9. It is hereby declared that if the bidding entity is found in breach of any of the above declarations it is accepted that this contract will be terminated and that we will have no right to be compensated for any damage we may have suffered or will suffer in the future in respect to this termination.

Signature I.D. Nr

Name of Signatory Name of bidder/contractor

Date

Annex 3

Bidders Declaration

We have examined, and accept in full and in its entirety, the content of this Request for Quotations Dossier (including subsequent Clarifications Notes issued by the Contracting Authority) and we hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our offer not being considered any further. We also declare that neither the company submitting the bid nor any subcontractors (if applicable) fall under any of the exclusion grounds or are blacklisted under any offence listed under Part VI of the Public Procurement Regulations

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract. In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Once the provision of this service is allocated we will provide all the deliverables in Section 4 of the Request for Quotations Dossier.

In carrying out the obligations in pursuance of this contract, we will 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.

Signature

Name of Signatory

I.D. Nr

Name of bidder/contractor

Date

Annex 4

Financial Offer/Bid

N.B. - Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.

Global price for this bid as outlined in this document:

Description	Price inclusive of all taxes but excluding VAT Amount in Euro (€)
Total Cost *	€.....** Amount in words:

(A detailed explanation of the above cost/amount must be attached with the financial bid)

<u>Items</u>	<u>Cost (€) per item</u>
Facilities	
Catering	
Total Cost*	_____**