

Closing Date: 29 November 2018	Notice: MEUSAC
Date Published: 22 November 2018	File No: <b>Training-Venue-MT-375-2018</b>

**Training-Venue-MT-375-2018**  
**REQUEST FOR QUOTATIONS**  
**for the provision of training rooms and catering services**

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.

## 2. Services required

MEUSAC (hereafter referred to as the ‘Contracting Authority’) is seeking a reputable service provider to provide training rooms and catering services for a training course to be held on the 10<sup>th</sup> of December 2018, in Malta, between 08.00hrs and 16:00hrs.

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	22 November 2018
Closing Date	29 November 2018 at 11.00 hrs CET
Deadline for request for any additional information from the Contracting Authority	26 November 2018 at 11.00 hrs CET
Last date on which additional information are issued by the Contracting Authority	27 November 2018 at 11.00 hrs CET
Date of requested services	10 December 2018 between 08:00 and 16:00

## 4. Deliverables:

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

### a) Facilities

- i. The provision of a venue, to include two (2) rooms in classroom style set up and an open space for coffee breaks and a standing lunch.
- ii. The two (2) rooms shall each host a maximum of twenty-three (23) persons, desks and chairs, and to each include at least one (1) white board, one (1) flip chart and one (1) projector.
- iii. The venue must also include a third room or open space to be utilised as a break-out/coffee area, able to host a maximum of forty-six (46) persons.

- iv. The rooms and open space should ideally be located on the same floor and in close proximity to each other.
- v. The provision of free WIFI access to all participants.
- vi. The provision of a registration desk and two chairs outside the break-out/coffee area.

## **b) Catering**

- i. A welcome coffee for all participants consisting of a selection of coffee, tea, water and two (2) types of juices. These are to be accompanied by three (3) food items consisting of pastries and cake for all participants.
- ii. A coffee break for all participants consisting of a selection of coffee, tea, water and two (2) types of juices. These are to be accompanied by three (3) food items consisting of pastries and cake for all participants.
- iii. The provision of a standing lunch with a minimum of five (5) items to include wraps, sandwiches, pasta salads and sweets. Bidders are to quote also for a beverage package of soft drinks, tea and coffee, orange juice and water. Catering services are to cater for a maximum of forty-six (46) 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](mailto:info.meusac@gov.mt).

Proposals are to be addressed to [info.meusac@gov.mt](mailto:info.meusac@gov.mt) and must be titled, **‘Request for Quotations for the provision of training rooms and catering services (Training-Venue-MT-375-2018)** by not later than 11.00 hrs CET of 29 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**

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

**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 (€)
<b>Total Cost *</b>	€.....**  <b>Amount in words:</b>  .....  .....  .....

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

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