

## REQUEST FOR QUOTATIONS

for the provision of catering services at a training seminar

<b>File Reference</b>	<b>MEUSAC-2019-Funding-Seminar-July-Catering</b>
<b>Date Published</b>	24 June 2019
<b>Closing Date</b>	1 July 2019

*Note:*

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

## **1. Background**

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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. Following its establishment as an agency, MEUSAC has assumed all functions and responsibilities in accordance with the decision taken by the government in 2008 to re-establish MEUSAC.

## **2. Services required**

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MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking the services of a reputable firm or individual to provide catering services at a training seminar on EU funds for twenty-five (25) persons, to be held at the Ġhajjn - Centre for Water Conservation, Rabat, Malta on Tuesday 16 July, 2019 between 08:30 and 13:00.

The full specifications are found in section 4 below.

## **3. Timeframes**

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

<b>Date Published</b>	24 June 2019
<b>Closing Date</b>	1 July 2019 at 10.00 hrs CET
<b>Deadline for request for any additional information from the Contracting Authority</b>	26 June 2019 at 10.00 hrs CET
<b>Last date on which additional information is issued by the Contracting Authority</b>	27 June 2019 at 10.00 hrs CET
<b>Delivery of services requested</b>	16 July 2019, between 08:30 and 13:00

#### 4. Deliverables

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The Contracting Authority will commission a reputable firm or individual to provide the following catering services on the date and timeframe indicated above.

- i. A coffee break for twenty-five (25) participants consisting of a selection of coffee, tea, water and juice. These are to be accompanied by a selection of biscuits.
- ii. The provision of a standing reception for twenty-five (25) persons to be served after the event.
- iii. For the standing reception, bidders are requested to provide the Contracting Authority with a list of a minimum of ten (10), cold food items, two (2) items of which should be *petit fours*. The list must consist of a selection of canapés, sandwiches, wraps and bridge rolls. The list shall cater for any special dietary requirements requested by participants. The Contracting Authority shall inform the successful bidder of any such requests up to two (2) days prior to the event.
- iv. For the standing reception, a selection of free-flowing juices, soft-drinks, water (still and sparkling), shall also be provided by the successful bidder. The provision of ice shall be included in the bid.
- v. The food items and beverages are to be served on two (2) appropriately covered tables for self-service catering to the participants.
- vi. The successful bidder is to ensure that the coffee break (Point i) is in place by 10:00 and the lunch (Point ii) by 12:00.
- vii. The successful bidder will be provided with a wash hand basin and tap water, but will be expected to provide all the appropriate equipment needed to serve the requested items. Beverages shall be served in porcelain cups and/or glasses. Food items shall be served in porcelain plates. No disposables shall be used during the event.
- viii. The service provider must ensure that the space used for the on-site preparation of the food and beverage items are left clean after the event. Adequate waste bins are also to be provided by the bidder at the serving area.

## **5. Selection and Award Requirements**

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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) Bidder's Declaration (Annex 2)

### **(B) Financial Offer**

- i) A filled-in Financial Bid Form (Annex 4).

## **6. Award Criteria**

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

## **7. Cancellation of the Request for Quotations Procedure**

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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**

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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: MEUSAC-2019-Funding-Seminar-July-Catering**' by not later than 10.00 hrs CET of 1 July 2019. Late submissions will not be considered.

## **9. Payment Schedule**

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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 Company (where applicable)</b>	
<b>Name of Legal Representative of the Company / Bidder</b>	
<b>Postal Address</b>	
<b>E-mail Address</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>VAT Registration No.</b>	
<b>Signature</b>	
<b>I.D. Card Number</b>	
<b>Date</b>	

**Annex 2**

**Bidder's 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. Card Number: .....

Name of bidder/contractor: .....

Date: .....

**Annex 3**

**Declaration Form**

TO BE COMPLETED BY EACH INDIVIDUAL  
WHO IS EMPLOYED WITH THE PUBLIC ADMINISTRATION

I, the undersigned, hereby declare that I do not have any Conflict of Interest as defined in the Public Administration Act, Chapter 497 of the Laws of Malta – First Schedule, Code of Ethics, Article 5.

I also declare that, I am not engaged in another project or in a position which may give rise to a possible private or personal interest sufficient to influence or appear to influence the objective exercise of my duties as public employee.

By making this declaration, I understand that as a public employee I shall avoid any financial or other interest or undertaking, which could directly or indirectly compromise the performance of my duties as public employee.

I am fully aware that the onus to disclose any possible conflict of interest lies solely on me and I shall be responsible to disclose any foreseen conflict of interest to my seniors/head of organisation within one week from when the need arises as well as inform the Contractor accordingly.

Furthermore, I confirm that I shall also abide by the provisions laid down in Article 21 – Ethics Clauses of the General Rules Governing Tendering.

Name: .....

Signature: .....

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  Total amount in Euro (€)
<b>Provision of catering services at a training seminar</b>	<p>€.....</p> <p><b>Total amount in words:</b></p> <p>.....</p> <p>.....</p>