

CALL FOR QUOTATIONS

for the provision of services for the organisation of a conference

File Reference	MEUSAC-284-2019-EU-Funds-Conference
Date Published	09 October 2019
Closing Date	16 October 2019

Note:

Bidders are bound by their offers until at least 90 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. 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

MEUSAC (hereafter referred to as the 'Contracting Authority') is seeking a reputable service provider to provide logistical and catering services for a half-day conference to be held on Wednesday, 13 November, 2019 between 08:30 hrs and 13:30 hrs. All the setup must be in place by 08.00 hrs of the same day.

This conference will be addressed by The Hon. Edward Zammit Lewis, Minister for European Affairs and Equality, and The Hon. Aaron Farrugia, Parliamentary Secretary for EU Funds and Social Dialogue.

The full specifications are found in section 4 below.

3. Timeframes

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

Date Published	09 October 2019
Closing Date	16 October 2019 at 10:00 hrs CET
Deadline for request for any additional information from the Contracting Authority	11 October 2019 at 10:00 hrs CET
Last date on which additional information is issued by the Contracting Authority	14 October 2019 at 10:00 hrs CET
Delivery of services requested	13 November 2019, 08:30 hrs – 13:30 hrs CET

4. Deliverables

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

a) Facilities

- i. The provision of a plenary hall for a maximum of eighty (80) participants (including moderators and organising staff), with a theatre style setup.
- ii. The provision of three (3) breakout rooms, adjacent to the plenary hall, each having twenty (20) chairs placed in a semi-circular setup, with a small table for the speaker.
- iii. The provision of free parking facilities, free Wi-Fi access to all participants and adequate signage leading to the meeting area.
- iv. The provision of a registration desk and two chairs outside the plenary hall and a press desk in the plenary hall for a minimum of six (6) media representatives.
- v. The supply of an appropriate podium.
- vi. The supply of six (6) armchairs and two (2) small coffee tables for a discussion panel.
- vii. The provision of a suitable stage/platform for podium, screen and discussion panel.
- viii. The provision of a projector and screen for the plenary hall.

b) Catering

- i. A coffee break for all participants mid-way through the event, consisting of a selection of coffee, tea, water, juices and biscuits.
- ii. The provision of a light networking standing lunch for all participants consisting of two (2) types of hors d'oeuvres, two (2) types of sandwiches and three (3) types of wraps, together with two (2) types of sweets, including a beverage package of free-flowing fruit juices, soft drinks, still and sparkling water.
- iii. The provision of water (natural and sparkling) for the speakers on the panel for the duration of the event.
- iv. The successful bidder shall cater for any special dietary requirements requested by participants.

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) Bidder's Declaration (Annex 2)

(B) Financial Offer

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

6. Award Criteria

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

7. Cancellation of the Call for Quotations Procedure

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

Cancellation may occur where:

- The Call 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, '**Call for Quotations: MEUSAC-284-2019-EU-Funds-Conference**' by not later than 10.00 hrs CET of 16 October 2019. 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 Company (where applicable)	
Name of Legal Representative of the Company / Bidder	
Postal Address	
E-mail Address	
Telephone Number	
Mobile Number	
VAT Registration No.	
Signature	
I.D. Card Number	
Date	

Annex 2

Bidder's Declaration

We have examined, and accept in full and in its entirety, the content of this Call 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 Call 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 Bid Form**

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 Global amount in Euro (€)
Provision of services for the organisation of a half-day conference	€..... Global amount in words:

Breakdown of expenses for this bid as outlined in this document:

Description	Price inclusive of all taxes but excluding VAT Amount in Euro (€)
Use of Plenary Hall	€.....
Use of three (3) Breakout Rooms	€.....
Coffee Break	€.....
Light Networking Standing Lunch	€.....
Other Expenses (where applicable)	€.....