

**REQUEST FOR QUOTATIONS – [insert reference number: i.e Name of Entity/ DDMMYY (deadline date)]**

**Specifications:**

**[Insert title – Eg: Provision of Outside Catering for Information Sessions]**

**[Insert date when request is being issued]**

**[Observe Publicity Requirements. This should be amended accordingly]**

	<p style="text-align: center;"><b>General Programme Solidarity &amp; Management of Migration Flows</b></p> <p style="text-align: center;">External Borders Fund (EBF), European Refugee Fund (ERF), European Return Fund (RF), European Fund for the Integration of Third Country Nationals (IF)</p> <p style="text-align: center;">Project part-financed from the European Union</p> <p style="text-align: center;">Co-financing rate: 75% EU Fund; 25% MT Funds</p> <p style="text-align: center;"><b><i>Sustainable Management of Migration Flows</i></b></p>	
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## Section 1: Specifications

### 1.0 General Background

**[Give some background information on the activity]**

*Example: (Name of Entity) is requesting quotations for the provision of outside catering service for information sessions open to registered participants.*

*The cost of venue and relevant services will be part-financed by the European Union under External Borders Fund (EBF) / European Refugee Fund (ERF) / European Return Fund (RF) / European Fund for the Integration of Third Country Nationals (IF)*

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN296 of 2010) and the cheapest technically compliant offer will be selected.

### 2.0 Sessions' dates, time and number of participants

**[Insert details as regards the number of sessions, dates, times and the approximate number of participants]**

*Example: A total of one (1) full-day event with two (2) sessions will be held on the dates and times stipulated below and an average of 50 participants are envisaged to participate during each event. **Note: The final number of participants shall be communicated to the service provider not earlier than 24 hours before the start of the event. The final expenditure shall be based on this number.***

*To ensure flexibility and the smooth running of the event, we would require the venue to be available at least one hour before the start and one hour after each session finishes.*

<b>Event</b>	<b>Dates and Time</b>
<i>Example: Full-day: two (2) sessions</i>	<i>Example: Tuesday, 12th May Session 1: 8.30 – 12.00 Session 2: 13.00 - 16.30</i>

### 3.0 Venue Requirements

**[Insert specifications of required venue]**

*Example:*

<b>Type</b>	<b>Requirements</b>
Minimum hotel stars	Four or conference venue of equivalent standard
Location Malta / Gozo	Malta
Assistance needed	One technician on call at setting-up and dismantling and during actual event

Parking	Availability of free parking space for all delegates
Accessibility	Venue should have full accessibility and facilities to persons with a disability in line with the Guidelines set by the National Commission Persons with a Disability.

#### 4.0 Catering Requirements

**[Insert specifications for required catering if applicable]**

*Example:*

Type	Requirements
Water	One (1) large bottle of mineral water per two (2) delegates which should be replaced after each session, including head table.
Coffee / tea	A welcome tea, coffee and biscuits to be served at 08.00hrs. One (1) coffee break which should include coffee/tea/water/juices, muffins or cookies to be served around 10.15hrs. One (1) coffee break to be served around 15.00hrs which should include coffee/tea/water/juices, and muffins or cookies.
Stand – up Lunch	Lunch buffet for guests to be served around 12.30hrs, consisting of a selection of eight (8) hot dishes, eight (8) cold dishes, dessert, coffee and a selection of soft drinks, juices and mineral water. Note that at least two (2) of the hot and cold dishes should be suitable for vegetarians. The lunch buffet should be held either outside (weather permitting – sun umbrellas should be provided) or inside (as back-up)

#### 5.0 Meeting Room Specifications and Requirements

**[Insert specifications required for the meeting room, including type of additional equipment needed]**

*Example:*

Type	Specifications
Thermal Comfort	Air-Conditioning
Lighting	Well lit room but providing for appropriate dimming/shading for clearly visible projections from all corners of the room
Directions	Appropriate directional signage stands to the meeting room (artwork to be provided by <i>(name of entity)</i> but printed by the service provider)
Location	Room is to be located away from any noise, especially if windows must be left open (this includes noise emanating from other events, from air conditioning or from other systems)
Security	Room would require to be locked when not in use, or else, the service provider is to provide a separate and accessible storeroom for client's own use which can be locked up

Dimensions	Ceiling height must be higher than 2.5 metres
<b>Type</b>	<b>Requirements</b>
Shape	U-shaped set-up. Extra chairs must be also allocated on the side should more participants attend.
Sound	One (1) PA System, two (2) table microphones on the head table, and two (2) roving microphones.
Visual	One (1) projection screen to be set-up in the empty space between the ends of the U-shaped set-up.
Connectivity	Availability of internet access through a port or wireless, and telephone connection in room (internet connection fees are to be quoted separately as these are optional and will be only utilized, and subsequently billed, if required by the client on the day).
Other requirements	<ul style="list-style-type: none"> <li>o One (1) head-table with three (3) chairs;</li> <li>o One (1) flip-chart with functioning permanent markers and additional paper;</li> <li>o One (1) writing pad and pen/s or pencil/s per person per session;</li> <li>o Maltese and EU Flags on flagpoles in room set-up on right-hand side of the screen;</li> <li>o One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room;</li> </ul>

## 6.0 Other information

**[List here any other information you may want to submit to the bidder, any other additional requests and any other additional obligations]**

*Example: Prior to selecting the service provider, an initial meeting may be called by the client to view the proposed room/s in order to confirm the requirements as per specifications. The service provider might be requested to set up the proposed room/s for viewing by the client as per layout requirements, and to ensure functional technical requirements.*

*Once a service provider is confirmed, members of staff from the service provider should be available to meet (name of entity) officials in the morning/afternoon before the start of the event to ensure that the set-up is in place and that the equipment is functioning properly. All layouts and preparations require to be approved by the client before being finalized. The client will be also delivering material for use during the session/s which would require to be stored within the room or in the provided storeroom, if necessary.*

## 7.0 Submission and Contact Details

**[List here details on how the bidders should submit their quotations, including which items should be quoted separately, the contact details of where the submissions should be made, deadline and any other essential information ]**

*Example: It is important to note that submission of quotations will be only accepted directly from hotels or conference venues and not through intermediaries. Negotiations will be conducted directly with the hotel or conference venue.*

*Interested service providers are to provide the following in the specified tables in section 2:*

- o **A complete quotation with separate prices for the following:**
  - price for the hiring of the room/s;
  - price-list for the hiring of the equipment and services requested; and
  - price per person for the catering under point 4.

**The invoice related to the event is to reach our offices by not later than [Specify date]. All prices must quote VAT separately and in full, which must not be added to the price or shown as a percentage.**

*With reference to points 3, 4 and 5 interested service providers are requested to provide the following items with their offer:*

- *Description of the venue and meeting room/s, and pictures/photos of them in full-colour;*
- *A choice of at least two different buffet menus of the catering to be provided as per point 3.2; and*
- *A proposed layout sketch of how the room and seating will be set up.*

*Clarifications and further information are to be sought through the contact details mentioned hereunder by [insert date – 2 days prior to the quotation's submission deadline]. Any clarifications received after this deadline will not be considered.*

*The cheapest technically compliant bidder will be chosen.*

**Quotations are to be submitted by [insert date] at noon by post, hand and/or by email to the following contact details:**

**[insert details]**

**ONLY QUOTATIONS SUBMITTED IN THE STIPULATED FORMAT  
WILL BE CONSIDERED**

## Section 2: To be filled in by interested service providers

### ONLY QUOTATIONS SUBMITTED IN THE STIPULATED FORMAT WILL BE CONSIDERED

Quotation date: \_\_\_\_\_

#### Suppliers/Contractor's details

Company's Name:	
Contact Person's Name and Surname:	
Company's Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

#### Venue Requirements

Type	Requirements	Specify if requirement can be met YES/NO	Please add further comments/description
Minimum hotel stars	Four or conference venue of equivalent standard		
Location Malta / Gozo	Malta		
Assistance needed	One technician on call at setting-up and dismantling and during actual event		
Parking	Availability of free parking space for all delegates		
Accessibility	Venue should have full accessibility and facilities to persons with a disability in line with the Guidelines set by the National Commission Persons with a Disability.		

### Meeting Room Specifications

Type	Specifications	Specify if requirement can be met Yes/NO	Please add further comments/description
Thermal Comfort	Air-Conditioning		
Lighting	Well lit room but providing for appropriate dimming/shading for clearly visible projections from all corners of the room		
Directions	Appropriate directional signage stands to the meeting room (artwork to be provided by <i>(name of entity)</i> but printed by the service provider)		
Location	Room is to be located away from any noise, especially if windows must be left open (this includes noise emanating from other events, from air conditioning or from other systems)		
Security	Room would require to be locked when not in use, or else, the service provider is to provide a separate and accessible storeroom for client's own use which can be locked up		
Dimensions	Ceiling height must be higher than 2.5 metres		

### Price of meeting room (in Euro) as per above requirements and specifications:

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

### Catering Requirements

Type	Requirements	Specify if requirement can be met Yes/NO	Please add further comments/description	Specify price (in Euro) per person per item
Water	One (1) large bottle of mineral water per two (2) delegates which should be replaced after each session			€
Coffee / tea	A welcome tea, coffee and biscuits to be served at 08.00hrs.			€
	One (1) coffee break which should include coffee/tea/water/juices, muffins or cookies to be served around 10.15hrs.			€
	One (1) coffee break to be served around 15.00hrs which should include coffee/tea/water/juices, and muffins or cookies.			€
Stand – Up Lunch	Lunch buffet for guests to be served around 12.30hrs, consisting of a selection of eight (8) hot dishes, eight (8) cold dishes, dessert, coffee and a selection of soft drinks, juices and mineral water. Note that at least two (2) of the hot and cold dishes should be suitable for vegetarians. The lunch buffet should be held either outside (weather permitting – sun umbrellas should be provided) or inside (as back-up)			€

**Total cost of catering (in Euro) per person as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Total cost of catering (in Euro) based on 50 participants as per above requirements:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Meeting Room Requirements**

Type	Requirements	Specify if requirement can be met Yes/NO	Please add further comments/description	Specify price (in Euro) or NA if not applicable
Shape	U-shaped set-up. Extra chairs must be also allocated on the side should more participants attend.			€
Sound	One (1) PA System, two (2) table microphones on the head table and two (2) roving microphones.			€
Visual	One (1) projection screen to be set-up in the empty space between the ends of the U-shaped set-up.			€
Connectivity	Availability of internet access through a port or wireless, and telephone connection in room (internet connection fees are to be quoted separately as these are optional and will be only utilized, and subsequently billed, if required by the client on the day).			€
Other requirements	o One (1) head-table with three (3) chairs;			€
	o One (1) flip-chart with functioning permanent markers and additional paper;			€
	o One (1) writing pad and pen/s or pencil/s per person per session;			€
	o Maltese and EU Flags on flagpoles in room set-up on right-hand side of the screen;			€
	o One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room.			€

**Total cost of equipment and additional requirements (in Euro) as per above:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Final Price (Meeting Room + Catering + Equipment)<sup>1</sup>:**

<b>Net:</b>		€
<b>Any discount: (specify rate)</b>	____%	€
<b>Vat (specify rate):</b>	____%	€
<b>Total:</b>		€

**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Evaluation will be made on the net price.