



MINISTRY FOR FOREIGN AFFAIRS
PALAZZO PARISIO, MERCHANTS STREET, VALLETTA, MALTA

Procurement Section
Directorate Corporate Services

REQUEST FOR PARTICIPATION – RFP 002/2015

CLOSING DATE: -Friday 20 March, 2015 at 10:00

NOTE: It is within your Interest to READ the whole of this document

When submitting offers by email,

please include the above reference and Name of Item in the subject field.

6th March 2015

Request for Participation to Provide Conference Facilities for Two (2) Back to Back Meetings being held in July 2015

Section A: Instructions to Tenderers:

The Ministry for Foreign Affairs is seeking to invite economic operators to submit their intention to participate in this call. It requires the services for conference facilities for the following event:

Terms of Reference

The Ministry shall be organizing 2 back to back conferences between the 6 – 10 July, 2015. During the period from the 6 – 10 July 2015, the Ministry will be hosting its Annual Ambassadorial Meeting for 2015, followed by biannual Honorary consuls meeting schedule to take place between the 9 – 10 July 2015. To this effect it is requesting conference facilities for:

- i. 60 delegates for Ambassadorial meeting
- ii. 200 delegates for the Honorary Consuls meeting

This Request for Participation is a two phase call. This call is the first phase whereby economic operators are to submit administrative information and technical information.

Upon Evaluation of this call whereby bidders shall be shortlisted according to their compliance with the technical specifications required, the second phase will follow.

The second phase requires bidder to submit their financial offers. Interested bidders will be informed of the outcome of this call after evaluation.

Bidders are being requested to submit the technical information required as per Section B

- Name of conference venue
- Availability of 1 secretariat room setup with a board room table for 10 persons
- Plenary room for the dates mentioned above
- 5 break-out rooms that can contain 50 delegates with a setup of class room style
- Coffee break area
- 3 coffee breaks for each day
- Working lunch for each day
- Audio visual facilities shall be supplied by the Ministry
- Conference registration area
- Area where a group photo can be taken
- An event coordination technical person

Special Conditions:

The Ministry reserves the right to visit the location at a respective venue to negotiate further facilities that might be required as necessary. The organization is to cooperate with the delegation from the Ministry during such site visit.

Section B: Offer

Technical Offer
<ul style="list-style-type: none"> Name of conference venue and address
<ul style="list-style-type: none"> Maximum parking availability
<ul style="list-style-type: none"> Available of Wi-fi
<ul style="list-style-type: none"> 1 secretariat room setup with a board room table for 10 persons with telephone facilities
<ul style="list-style-type: none"> Plenary room for the dates mentioned above. Image, size and capacity of room are to be provided
<ul style="list-style-type: none"> 5 break-out rooms that can contain at least 50 delegates with a setup of class room style. Image and size are to be provided.
<ul style="list-style-type: none"> Coffee break area. Provide size of area
<ul style="list-style-type: none"> 3 coffee breaks for each day To Propose menus for: Morning Mid morning Mid afternoon
<ul style="list-style-type: none"> Working stand-up lunch for each day To propose menu
<ul style="list-style-type: none"> Audio visual facilities shall be supplied by the Ministry
<ul style="list-style-type: none"> Conference registration area with desk and 5 chairs
<ul style="list-style-type: none"> Area where a group photo can be taken to provide image
<ul style="list-style-type: none"> An event coordination technical person

VAT Rate on the above items	%
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Financial Offer

All interested parties are advised NOT to submit prices at this stage. Prices shall be requested during the second phase of this call which shall be a Restricted procedure.

Company Information:

Full name of company	
Address of Company	
Full name of contact person	
Contact Telephone Number / Mobile Number & Fax Number	
Email Address	
VAT/ Registration number	
Quotation Date	

Bidders are requested to sign the declaration hereunder. Offers submitted without such signed declaration will be consider as administratively non compliant.

Declaration of Conformity

I hereby confirm the Terms of Reference and Special Conditions have been read, understood and adhered to.

Signature: _____

Name of company representative: _____

Date: _____

Section C; Terms and Conditions

1. You are kindly requested to submit your quote/s for the above item/s. **All quotes should include the following information:**
 - Full name of company,
 - Address of Company,
 - Full name of contact person,
 - Contact Telephone Number / Mobile Number & Fax Number,
 - Email Address,
 - **VAT number,**
 - Quotation Date.
2. **Soft copies of the Submission must be provided in Word, Excel, pdf or jpg formats.**
3. **Please note that ALL documents must include the Reference number. In cases, where this information is not included, the Contracting Authority reserves the right NOT to consider the quote.**
4. Documents can be sent either through email or brought by hand, in which case they should be inserted in the **Tender Box found at the Directorate Corporate Services, Ministry of Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta. Documents can be brought by hand from Monday to Friday between 8.00 am and 12.00 pm only.** Offers received via E-mail will be inserted in a sealed envelope and posted in the respective box.
5. **Request for Participation must be valid for a minimum of 90 days.**
6. **Clarifications may be sought up to three (3) working days** before the deadline for the submission of the Request for Participation.
7. Given information, specifications and manuals must be in English or Maltese. Tenderers submitting information, specifications and manuals in other languages only will be automatically disqualified. (where applicable)
8. Items offered that do not conform to specifications will not be considered.
9. **Please note that it is entirely the Tenderer's responsibility to ascertain that the Request for Participation is received BEFORE the deadline for submission of quotes. Thus, the government cannot be held responsible for quotes which are**

not recorded on the Schedule of Offers sheet after the quotes opening session because these were received after the expiry of the above deadline.

10. All quotes should be sent either:

- by email on procurement.mfa@gov.mt or
- by hand
- by Friday 20th March, 2015 at 10:00hrs

11. ANY REQUEST FOR PARTICIPATION SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.