



**Cohesion Policy 2007 -2013**  
**Operational Programme II PA 4**  
*Empowering People for More Jobs and a Better Quality of Life*

**ESF 4.268 – Enriching Malta’s SME and Self-Employed Representation in Practice**

**REQUEST FOR QUOTATIONS – ref. GRTU 051015.3**

**Request for Provision of Venue & Catering- SME Week**

ISSUED ON: 14/09/2015

DEADLINE: 05/10/2015



Operational Programme II – Cohesion Policy 2007 – 2013  
*Empowering People for More Jobs and a Better Quality of Life*  
Project may be part- financed by the European Union  
European Social Fund (ESF),  
Co-financing rate: 85% EU Funds; 15% National Funds



*Investing in your future*

## 1. Objective

GRTU is requesting quotations for the provision of Venue & Catering for the SME week initiative that aims to outreach policy development matters to such stakeholders and to expose them to policy issues.

The cost of this initiative may be part financed by the European Union European Social Fund Operational Programme II PA 4 and results of selected provider would be communicated after the 1<sup>st</sup> October 2015 pending results from this project.

The selection of the successful bidder will take place on who would be the most technically compliant and cheapest bidder.

## 2. Session dates, time and number of participants

A total of one full day event with 2 workshops will be held on the 13<sup>th</sup> October between 8.00 – 13.30 followed by a networking lunch for an average of 100 to 150 participants. No. of participants may change according to registrations. This will be confirmed 24hrs prior to the event.

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

## 3. Venue Requirements

<b>Minimum hotel stars</b>	5 Star Hotel
<b>Location</b>	Must be central
<b>Accessibility</b>	Venue should have full accessibility and facilities to persons with a disability.

## 4. Catering requirements

Coffee breaks	A welcome tea, coffee and biscuits to be served at 08.00hrs. Coffee break which should include coffee/tea/water/juices, muffins or cookies to be served around 10.35hrs.
Networking lunch	Lunch buffet for guests to be served around 13.30hrs, consisting of a dessert, coffee and a selection of soft drinks, juices and mineral water. Note that there should be options be suitable for vegetarians.

## 5. Meeting Room 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 GRTU but printed by the service provider)
Rooms	One (1) conference room and three (3) breakout rooms
Shape	Theatre set-up. Extra chairs must be also allocated on the side should more participants attend.
Sound	One (1) PA System, one (1) table microphone on the podium
Visual	One (1) projection screen and one (1) projector to be set-up in the main conference room and in each of the three (3) breakout rooms
Connectivity	Availability of internet access through a port or wireless,
Other requirements	In conference room - One (1) head-table with three (3) chairs; one (1) podium One (1) flip-chart with functioning permanent markers and additional paper in the three (3) break out rooms; One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room at 7.30
Water	Provided on tables according to set up
Parking	Adequate parking facilities need to be provided. If there is a cost, provide cost per ticket

## 6. Timeframe

Quotations must reach GRTU offices via electronic mail on [admin@grtu.eu](mailto:admin@grtu.eu) by no later than **25<sup>th</sup> September 2015 by noon**. All prices must quote VAT separately and in full where applicable.

## 7. Evaluation Criteria

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

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 30<sup>th</sup> October, 2015. All prices must quote VAT separately and in full, which must not be added to the price or shown as a percentage.

Clarifications and further information are to be sought through the contact details [admin@grtu.eu](mailto:admin@grtu.eu) hereunder by 23<sup>rd</sup> September 2015. Any clarifications received after this deadline will not be considered. The cheapest technically compliant bidder will be chosen.

**Quotations are to be submitted by 25<sup>th</sup> September 2015 at noon via email to the following contact details [admin@grtu.eu](mailto:admin@grtu.eu)**

**Only quotations submitted in the stipulated format below will be considered**

## ESF 4.268 – Enriching Malta’s SME and Self-Employed Representation in Practice

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



### Supplier’s details:

Company’s name:

Contact person’s name and surname:

Company’s Address:

Telephone number:

Email Address:

### Catering requirements:

TYPE	REQUIREMENTS	Specify if requirement can be met Yes/ No	Please add any further comment if needed	Specify price in Euro per person
Coffee breaks	A welcome tea, coffee and biscuits to be served at 08.00hrs.			€
	Coffee break which should include coffee/tea/water/juices, muffins or cookies to be served around 10.35hrs.			€
Networking lunch	Lunch buffet for guests to be served around 13.30hrs, consisting of a dessert, coffee and a selection of soft drinks, juices and mineral water. Note that there should be options be suitable for vegetarians.			€

Total cost of catering (in Euro) based on 100 participants as per above requirements:

*(No. of participants to be confirmed 24 hrs prior to event)*

Net:		€
Any Discounts (specify rate)	%	€
Vat (specify rate)	%	€
<b>TOTAL for 100 pax:</b>		€

**Meeting Room Specifications:**

TYPE	REQUIREMENTS	Specify is requirement can be met Yes/ No	Please add any further comment if needed	Specify price in Euro per person
Thermal Comfort  Lighting  Directions	Air-conditioning  Well lit room but providing for appropriate dimming/shading for clearly visible projections from all corners of the room  Appropriate directional signage stands to the meeting room (artwork to be provided by GRTU but printed by the service provider)			€  €  €
Rooms	One (1) conference room and three (3) break out rooms			€
Shape	Theatre set-up. Extra chairs must be also allocated on the side should more participants attend.			€
Sound	One (1) PA System, one (1) table microphone on the podium			€  €
Visual	One (1) projection screen and one (1) projector to be set-up in the main conference room and in <u>each</u> of the three (3) breakout rooms			€
Connectivity	Availability of internet access through a port or wireless			€
Other requirements	In conference room One (1) head-table with three (3) chairs; one (1) podium One (1) flip-chart with			€  €

	functioning permanent markers and additional paper in the three (3) break out rooms; One (1) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room at 7.30			€
	Water on consumption			€
	Parking tickets on consumption			€

Total cost of meeting room + equipment requirements (in Euro) as per above requirements:

Net:		€
Any Discounts (specify rate)	%	€
Vat (specify rate)	%	€
<b>TOTAL:</b>		€

Final price: Catering based on 100 pax + Meeting room + equipment:

Net:		€
Any Discounts (specify rate)	%	€
Vat (specify rate)	%	€
<b>TOTAL:</b>		€

Company Rubber Stamp:

Signature:

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



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