

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

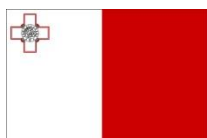
ESF 4.268 – Enriching Malta’s SME and Self-Employed Representation in Practice

REQUEST FOR QUOTATIONS – ref. GRTU 221015.1

Request for Provision of Venue & Catering- EU 2020 Targets: National Policy Implementation Event

ISSUED ON: 20/10/2015

DEADLINE: 22/10/2015



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 an event that aims to outreach national policy implementation 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 under Operational Programme II – Priority Axis 4. Results of selected provider would be communicated after the 1st October 2015 pending results from this project.

The selection of the successful bidder will be made according to the cheapest amongst the most technically compliant service providers.

2. Session dates, time and number of participants

A total of one day event with 6 workshops will be held on the **2nd November** between 8.30 – 13.00 followed by a networking lunch for an average of 70 participants.

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

Minimum hotel stars	5-Star Hotel
Location	Must be central and have adequate parking facilities
Accessibility	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 10.30 hrs.

Networking lunch Standing working lunch for guests to be served around 13.00 hrs, 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.

The programme of the day is to run as follows:

- 08:30 Registration and Welcome Coffee
- 09:00 Introduction by GRTU (President, CEO)
- 09:15 Overview by Minister of Finance
- 09:45 Question Time
- 10:30 Coffee Break
- 11:00 Workshop Session 1 – TRANSPORT | MIGRANT WORK | PENSIONS
- 12:00 Workshop Session 2 – ACCESS TO FINANCE | DISABILITY | PROPERTY
- 13:00 Networking Lunch

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 two (2) breakout rooms
Shape	Classroom style 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 two (2) 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) flip-chart with functioning permanent markers and additional paper in the two (2) 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 hrs

6. Timeframe

Quotations must reach GRTU offices via electronic mail on admin@grtu.eu or employment@grtu.eu by no later than **22nd October 2015 by 5pm**. 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 **end of November**. 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 admin@grtu.eu by **21st October 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 22nd October 2015 by 5pm via email to the following contact details 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 10.30hrs.			€ €
Networking lunch	Standing working lunch for guests to be served around 13.00hrs, 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) per person as per above requirements:

Net:		€
Any Discounts (specify rate)	%	€
Vat (specify rate)	%	€
TOTAL:		€

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	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 two (2) break out rooms			€
Shape	Classroom style 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 two (2) 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) flip-chart with functioning permanent markers and additional			€ €

	paper in the two (2) 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 hrs			€
--	--	--	--	---

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

Net:		€
Any Discounts (specify rate)	%	€
Vat (specify rate)	%	€
TOTAL:		€

Final price: Catering + Meeting room + equipment:

Net:		€
Any Discounts (specify rate)	%	€
Vat (specify rate)	%	€
TOTAL:		€

Company Rubber Stamp:

Signature:

Name and Surname: _____



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