



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 241115.1

Request for Provision of Venue in Gozo – 4th December

ISSUED ON: 17/11/2015

DEADLINE: 24/11/2015



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 in Gozo for an initiative that aims to outreach national policy implementation matters to such stakeholders and to expose them to policy issues.

The cost of this initiative shall be part financed by the European Union European Social Fund Operational Programme II PA 4.

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

2. Session date, time and number of participants

A meeting will be held on 4th December between 14.00 – 17.00 for based on 50 participants. Number 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

Minimum hotel stars	4 Star Hotel
Accessibility	Venue should have full accessibility and facilities to persons with a disability.

4. Catering requirements

Coffee break	A welcome tea, coffee and biscuits to be served at 14.00
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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
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 head table
Visual	One (1) projection screen and one (1) projector to be set-up in the main conference room
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) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room at 14.00

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 by no later than **24th November 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;
- price-list for the hiring of the equipment and services requested; and
- price per person for the welcome coffee.

The invoice related to the event is to reach our offices by not later than 6th November, 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 hereunder by 23rd November 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 24th November 2015 at noon via email to the following contact details admin@grtu.eu

Only quotations submitted in the stipulated format below will be considered

Terms of Payment: Payment will be made through the Structural Funds Database once it is approved by the Treasury office. It is important that an invoice is issued by 6th December as payments will be processed by 10th December 2015. No payments will be made after this deadline.

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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 requirement can be met Yes/ No	if	Please add any further comment if needed	Specify price in Euro per person
Coffee break	A welcome tea, coffee and biscuits to be served at 14.00hrs.				€

Total cost of welcome coffee (in Euro) based on 50 participants as per above requirements:
(No. of participants to be confirmed 24 hrs prior to event)

Net:		€
Any Discounts (specify rate)	%	€
Vat (specify rate)	%	€
TOTAL for 50 pax:		€

Meeting Room Specifications:

TYPE	REQUIREMENTS	Specify requirement can be met Yes/ No	is	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			€
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 head table			€ €
Visual	One (1) projection screen and one (1) projector to be set-up in the main conference room			€
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) registration desk and two (2) chairs to be manned by the client to be set at the entrance to the room at 14.00 Water (per bottle) for head table Parking tickets on consumption			€ € €

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

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

Final price: Welcome coffee based on 50 guests + Meeting room + equipment:

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

Company Rubber Stamp:

Signature:

Name and Surname: _____



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