



REFERENCE NUMBER: MGOZ Q 45/2018

**Quotation for the Provision of Services for the Hire of  
premises and Catering for an Event to be organised by  
the Ministry for Gozo**

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Date Published: Friday, 23<sup>rd</sup> February 2018

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Quotation Opening: Friday, 9<sup>th</sup> March 2018 At 10:00am CET

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**IMPORTANT**

Clarifications shall be uploaded and will be available to view/download from <http://mgoz.gov.mt>

**Ministry for Gozo**

St. Francis Square, Victoria, Gozo VCT 1335  
Tel: 22100222 Email: [procurement.mgoz@gov.mt](mailto:procurement.mgoz@gov.mt)

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# SECTION 1 - INSTRUCTIONS TO BIDDERS

## 1. General Instructions

- 1.1 In submitting a quotation, the bidder accepts in full and in its entirety, the content of this quotation document, including subsequent Clarifications issued by the Contracting Authority (CA), whatever his own corresponding conditions may be, which he hereby waives. Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this quotation document. No account can be taken of any reservation in the quotation as regards the quotation document; any disagreement, contradiction, alteration or deviation shall lead to the quotation offer not being considered any further.
- 1.2 The subject of this quotation is the provision of services for the hiring of premises for circa 200 persons and catering services for an event to be organised by the Ministry for Gozo during April 2018.
- 1.3 The place of acceptance of this service shall be as indicated by the Customer Services Directorate, the time-limits for the provision of these services shall be **on the 13<sup>th</sup> of April 2018 or as otherwise directed by the Contracting Authority**, and the INCOTERM<sup>2000</sup> applicable shall be **Delivery (Duty Paid)**.
- 1.4 This is a fee based service contract.
- 1.5 This call for quotations is being issued under an open procedure.
- 1.6 The contracting Authority for this call is the Customer Services Directorate.

## 2. Timetable

|                                                                                                                                                         | DATE                       | TIME* |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------|
| Clarification Meeting/Site Visit<br>(Refer to Clause 6.1)                                                                                               | N/A                        | N/A   |
| Deadline for request for any additional information from the Contracting Authority<br>Clarifications to be sent via email on<br>procurement.mgoz@gov.mt | 1 <sup>st</sup> March 2018 | Noon  |
| Last date on which additional information are issued by the Contracting Authority                                                                       | 5 <sup>th</sup> March 2018 | Noon  |
| Deadline for submission of quotations<br>(unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)                   | 9 <sup>th</sup> March 2018 | 10:00 |
| * All times Central European Time (CET)                                                                                                                 |                            |       |

## 3. Lots

- 3.1 This quotation is not divided into lots, and offers must be for the whole of quantities indicated. Bidders will not be accepted for incomplete quantities.

## 4. Variant Solutions

- 4.1 No variant solutions will be accepted. Bidders must submit a quotation in accordance with the requirements of the quotation document.

## 5. Financing

- 5.1 The project is financed from local budget funds.

## 6. Clarification Meeting/Site Visit

- 6.1 No clarification meeting/site visit is planned.

## 7. Selection and Award Requirements

7.1 In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed certain minimum criteria described hereunder.

### (A) Eligibility Criteria

- (i) No Bid Bond is required. <sup>(Note 1)</sup>
- (ii) Declare agreement, conformity and compliance with the General Rules Governing Tendering (included as part of the Bidder's Declaration). <sup>(Note 3)</sup>
- (iii) Declare agreement, conformity and compliance with the provisions of the Bidder's Declaration. <sup>(Note 3)</sup>
- (iv) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment. <sup>(Note 2A)</sup>
- (v) Data on Joint Venture/Consortium (if applicable) <sup>(Note 2A)</sup>
- (vi) Power of Attorney (if applicable) <sup>(Note 2A)</sup>

### (B) Exclusion (including Blacklisting)- information to be submitted as per attached form. <sup>(Note 2)</sup>

- (i) Declaration concerning exclusion grounds
- (ii) Declaration concerning Selection Criteria - Not Applicable

### (C) Technical Specifications

- (i) Bidder's Technical Offer in response to specifications that the bidder will comply with all terms and conditions of the quotation. <sup>(Note 3)</sup>
- (ii) **Literature** as per Form marked 'Literature List' to be submitted with the Technical offer at tendering stage. **No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information.** <sup>(Note 2B)</sup>
- (iii) **Samples** as per Form marked 'Samples List' may be requested during the adjudication stage to supplement the technical offer submitted. If requested, the Samples must be submitted within 3 working days of being notified to do so. <sup>(Note 3)</sup> If Samples are not submitted within the specified timeframe offer will not be considered further.

### (D) Financial Offer

- (i) A filled-in Financial Bid Form <sup>(Note 3)</sup>

#### Notes to Clause 7.1:

1. *Not Applicable for departmental tenders.*
2. A) *Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.*  
B) *Tenderers will be requested to rectify/submit only missing documents within five (5) working days from notification. No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information. All Rectifications are free of charge.*
3. *No rectification shall be allowed. Only clarifications on the submitted information may be requested.*

## **8. Criteria for Award**

- 8.1 The sole award criterion will be the price. The contract will be awarded to the cheapest priced quotation satisfying the administrative and technical criteria.

## **9. Submission of Quotation**

The quotation must comprise the following duly completed documents, inserted in a single, sealed envelope:

- (i) Statement on Conditions of Employment
- (ii) Bidders' Details
- (iii) Bidder's Declaration
- (iv) Technical Offer
- (v) Declaration concerning Exclusion Grounds
- (vi) Literature as per form marked Literature List

All quotations must be received by date and time indicated in the timetable at Clause 2 and deposited in the tender box.

All packages must bear only:

- (i) the reference of the invitation to quotation concerned;
- (ii) the name of the bidder.

The quotations must be submitted in English and deposited in the tender box **before** the deadline. Late submissions will not be accepted. They must be submitted:

EITHER by recorded delivery (courier service) or hand delivered to:

**Procurement Unit  
Corporate Services Directorate  
Ministry for Gozo  
St. Francis Square  
Victoria, Gozo**

Quotations submitted by any other means will not be considered.

No liability can be accepted for late delivery of quotations. Late quotations will be rejected and will not be evaluated.

Bidders may alter or withdraw their quotations by written notification prior to the above deadline. No quotation may be altered after the deadline for submission.

Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in the same manner as the quotation submission explained above, and the envelope must also be marked with "alteration" or "withdrawal".

Quotations will be opened in a public session on the date and time indicated in the timetable at Clause 2 at the Procurement Unit, Ministry for Gozo, St. Francis Square, Victoria, Gozo. A 'Summary of Quotations Received' will be drawn up and affixed on the Contracts notice board at the Ministry for Gozo and shall also be available to view on the Ministry's website, <http://mgoz.gov.mt/en/Pages/Procurement/Notice%20Board/Notice-Board.aspx>

Reductions or alterations to quotation prices made by bidders after submission will not be taken into consideration during the analysis and evaluation of the quotations.

The Contracting Authority reserves the right to accept or reject any quotation and/or to cancel the whole quotation procedure and reject all quotations. The Contracting Authority reserves the right to initiate a new invitation to quote.

In the event of a quotation procedure's cancellation, bidders will be notified by the Contracting Authority.

In no circumstance will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a quotation, even if the Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the programme or project announced.

### ***10. Data Protection and Freedom of Information***

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

### ***11. Gender Equality***

In carrying out his/her obligations in pursuance of this contract, the tenderer shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. Tenderers are to ensure that these principles are manifest in the organigram of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

## SECTION 2 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

### *Part IX of the Public Procurement Regulations*

#### Appeals from decisions taken after the closing date for the submissions of an offer

**270.** Where the estimated value of the public contract meets or exceeds five thousand euro (€5,000) any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Public Contracts Review Board, which shall contain in a very clear manner the reasons for their complaints.

**271.** The objection shall be filed within ten (10) calendar days following the date on which the contracting authority or the authority responsible for the tendering process has by fax or other electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

**272.** The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.

**273.** The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the contracting authority of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the contracting authority for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.

**274.** The Secretary of the Public Contracts Review Board shall immediately notify the Director, the Ministerial Procurement Unit and, or the contracting authority, as the case may be, that an objection had been filed with his authority thereby immediately suspending the award procedure.

**275.** The Department of Contracts, the Ministerial Procurement Unit or the contracting authority involved, as the case may be, shall be precluded from concluding the contract during the period of ten (10) calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

**276.** The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

(a) any decision by the General Contracts Committee, the Ministerial Procurement Unit or the Special Contracts Committee or by the contracting authority, shall be made public by affixing it to the notice-board of the Department of Contracts, the Ministerial Procurement Unit or of the office of the contracting authority, as the case may be, or by uploading it on government's e-procurement platform prior to the award of the contract if the call for tenders is administered by the Department of Contracts;

(b) the appeal of the complainant shall also be affixed to the notice-board of the Public Contracts Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;

(c) the contracting authority and any interested party may, within ten (10) calendar days from the day on which the appeal is affixed to the notice board of the Review Board and uploaded where applicable on the government's e-procurement platform, file a written reply to the appeal. These

replies shall also be affixed to the notice board of the Review Board and where applicable they shall also be uploaded on the government's eProcurement platform;

(d) the authority responsible for the tendering process shall within ten (10) days forward to the chairman of the Public Contracts Review Board all documentation pertaining to the call for tenders in question including files and tenders submitted;

(e) the secretary of the Review Board shall inform all the participants of the call for tenders, the Department of Contracts, the Ministerial Procurement Unit and the contracting authority of the date or dates, as the case may be, when the appeal will be heard;

(f) when the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six (6) weeks from the day of the oral hearing:

Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review Board may postpone the judgment for a later period;

(g) the secretary of the Review Board shall keep a record of the grounds of each adjournment and of everything done in each sitting;

(h) after evaluating all the evidence and after considering all submissions put forward by the parties, the Public Contracts Review Board shall decide whether to accede or reject the appeal or even cancel the call if it appears to it that this is best in the circumstances of the case.



## SECTION 3 - SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

### Article 2: Notices and Written Communications

- 2.4 The Director  
Customer Services Directorate  
Ministry for Gozo  
St. Francis Square  
Victoria, Gozo

### Article 5: Supply of Information

- 5.1 As per General Conditions.

### Article 6: Assistance with Local Regulations

- 6.1 As per General Conditions.

### Article 7: Obligations of the Contractor

- 7.12 The Contractor shall, within 15 calendar days of receipt of the contract, sign and date the contract and return it together with a copy of the Performance Guarantee. The Contractor is further obliged to forward the original performance guarantee to the Contracting Authority. The Contract will not be endorsed by the Contracting Authority/Central Government Authority until the performance guarantee is submitted. The amount of the guarantee shall not exceed 4% where the amount of the total contract value is between €10,000 and €500,000 ex VAT, and 10% where the amount of the total contract value is €500,000 or above.

In the case that the value of the contract does not exceed €10,000, no performance guarantee is required.

### Article 13: Medical, Insurance and Security Arrangements

- 13.2 Not applicable.
- 13.3 As per General Conditions.

### Article 14: Intellectual and Industrial Property Rights

- 14.3 As per General Conditions.

## **Article 15: Scope of the Services**

- 15.1 The scope of the services is defined in Section 4 (Terms of Reference).

## **Article 16: Personnel and Equipment**

- 16.4 Further to the provisions of the General Conditions, any personnel engaged by the contractor to carry out the services under this contract must be in possession of all necessary qualifications and skills required to carry out such duties. The personnel must be fully conversant with the conditions of the contract and it is expected that they are courteous at all times.

The contractor may be compelled to remove and replace immediately any employee who in the opinion of the Contracting Authority may not be competent to perform the tasks assigned properly or whose behavior in terms of the instructions issued by the Contracting Authority is considered as unacceptable.

## **Article 18: Execution of the Contract**

- 18.1 The commencement date will be on the 13<sup>th</sup> of April 2018 or as otherwise indicated by the Contracting Authority.
- 18.2 The period of execution of the contract will be on the date mentioned in article 18.1 above.

## **Article 20: Amendment of the Contract**

- 20.2 As per General Conditions.
- 20.5 Not Applicable.
- 20.6 Not Applicable.

## **Article 24: Interim and Final Progress Reports**

- 24.1 Not applicable.

## **Article 26: Payments and Interest on Late Payment**

- 26.1 This is a fee based contract.
- Prefinancing does not apply to this quotation.
- Payment will be effected following submission of Invoice by the contractor which shall be submitted to the Contracting Authority upon provision of all the services required as outlined in the Technical Specifications. The invoice will be confirmed and certified by the representative of the Contracting Authority in charge of this project prior to settlement.
- 26.2 As per General Conditions.

## **Article 27: Pre-Financing Guarantee**

- 27.2 Not applicable.

27.5 Not applicable.

### **Article 30: Revision of Prices**

30.1 Not applicable

30.5 No additional payment shall be due, over and above that stipulated in the awarded contract value, for the carrying out of any measurements on works executed.

### **Article 32: Breach of Contract**

32.2 As per General Conditions.

### **Article 39: Further Additional Clauses**

The Contracting Authority reserves the right not to order the whole quantity shown in the Terms of Reference and Financial Bid Form, and would not by doing so be held liable to any damages or other costs whatsoever. An exact quantity of persons to attend the event will be communicated to the awarded contractor by not later than the 9<sup>th</sup> of April 2018.

## SECTION 4 - TERMS OF REFERENCE (Note 3)

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

This Call for Quotation is for the provision of services for an event including a reception to be organised by the Ministry for Gozo on the 13th of April 2018 at 19.00 hours till approximately 23.00 hours. The services required are as indicated hereunder;

- Hiring of premises for circa 200 seated persons. The premises offered should be situated in Gozo, should provide indoors accommodation and allow for enough space for the seating capacity being indicated and also for an area, directly in front of the seating area, for a stage. The awarded contractor will be required to provide the stage which should be approximately 5 metres by 3 metres in size and circa 30cm in height. The stage will be provided with adequate basic lighting for the activities that will be held during this event. The Contracting Authority reserves the right to inspect the venue being offered by the awarded contractor prior to the date of the event and may also request necessary additions/modifications to the lighting system available. [The backdrops that will be erected behind this stage will be provided and installed by the Contracting Authority.] The address of the venue/s (bid may include different options) being offered should be inserted in the Technical Offer form.
- Provision of catering services including food items and beverages for a reception that will be held at the same venue offered. These services shall commence following the formal part of the event at around 21.00 hrs and shall proceed for circa 90 to 120 minutes. The catering services shall include waiter service throughout.

The Food items offered shall be 10 in total, including; barquettes (different types), canapes (different types), sandwiches ham&cheese/tuna, small pizza, pea and cheese pastry, stuffed olives, sweet items (at least 2). The items should be quoted separately in order to allow for the selection of the items to be ordered, if applicable. Thus, the bidders' offers submitted should include a breakdown of all the items and their rates within the technical offer form, apart from the filled in Financial bid form included with this document (which requests a total price for all items per person).

The Beverage items offered shall include; a welcome drink served at the beginning of the event to the arriving guests and 3 types of Soft Drinks, Still water, juices, Red and White Wine, Beer (lager and ale) to be served during the reception. The type of products offered should be indicated in the Technical offer form that will be submitted with the offer. The beverages should be served by waiter service throughout the reception, thus, the amount of beverages required for such a quantity of guests and period of time should be factored in the bidders' rates and shall be calculated with a view to serve for the whole period of this reception.

- Provision of a PA system with speakers to reach the entirety of the venue including the provision of a microphone.
- In case the event is cancelled the Contracting Authority reserves the right to cancel the services required by the 6<sup>th</sup> of April 2018 and would not by doing so incur any charges or be liable for any damages. The Contracting Authority also reserves the right to alter the dates of the event if circumstances so require. In such cases the contractor shall provide the same service for the amended date at no additional cost and the Contracting Authority will be bound to inform the contractor of any such alteration by not later than the same date stipulated above in this clause.
- The contractor will be required to cater for circa 200 persons. The Contracting Authority reserves the right to increase or decrease the quantities indicated in the Financial Bid form at the same awarded rates and at the same conditions of the document, and would not by doing so be held liable to any damages or other costs whatsoever. The Contracting Authority also reserves the right to exclude part of the items listed from the final order submitted to the Contractor. If this option is adopted the price shall be adjusted accordingly. The exact quantity of persons to attend this event will be communicated to the awarded bidder by the 9<sup>th</sup> of April 2018.
- It is expected that the rates submitted in your quotation are the final rates and no additional requests for payment will be entertained. The exact quantity of guests who will be attending this event will be

communicated as indicated in the clause above and the total price will be calculated accordingly. The same rates submitted in your quotation will apply irrespective of the quantity of guests who will be attending the event. The rates shall be quoted in Euro and shall include all costs as indicated, all charges paid, exclusive of VAT, but inclusive Eco tax and any other charges as applicable. Submitted rates are fixed and not subject to revision.

- Literature including details of the premises being offered as venue, with coloured photos, as per form marked Literature List, shall be submitted by the interested bidders with their offers.

### LITERATURE LIST

| Item | Description                                                                                                                                                                                                                                                                                        | Reference in Quotation Document |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1.1  | Details of the premises being offered as venue indicated in the technical specifications which should include size and other relevant details to corroborate the requirements mentioned within this quotation dossier. The literature submitted should include colour photos of the venue offered. | As per Terms of Reference       |

### SAMPLES LIST

List of samples to be submitted, if and when requested by the evaluation committee, within 3 working days from when notified to do so:

| Item | Description                | Reference in Quotation    |
|------|----------------------------|---------------------------|
| 1.1  | Food items (all) as listed | As per Terms of Reference |
| 1.2  | Beverages                  | As per Terms of Reference |



# FINANCIAL BID (Note 3)

MINISTRY FOR GOZO  
St. Francis Square, ir-Rabat, Ghawdex

**Quotation Title: Quotation for the Provision of Services for the Hire of premises and Catering for an Event to be organised by the Ministry for Gozo**

**Reference Number: MGOZ Q 45/2018**

## Financial Bid Breakdown

| Item No.                                                                         | Description                                                                                                                                            | Quantity*   | Rate including all charges, Taxes, Other Duties, & Discounts <u>but</u> Exclusive of VAT | Total Price including all charges, Taxes, Other Duties, & Discounts <u>but</u> Exclusive of VAT |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|                                                                                  |                                                                                                                                                        |             | Amount in EURO (€)                                                                       | Amount in EURO (€)                                                                              |
| 1                                                                                | Provision of Premises in Gozo for Ministerial event as per Terms of Reference of this document.                                                        | 1           |                                                                                          |                                                                                                 |
| 2                                                                                | Provision of Food items as per Terms of Reference of this document (a separate breakdown per item should be submitted within the technical offer form) | 200 persons |                                                                                          |                                                                                                 |
| 3                                                                                | Provision of Beverages as per Terms of Reference of this document                                                                                      | 200 persons |                                                                                          |                                                                                                 |
| 4                                                                                | Provision of PA system for use during event as per Terms of reference of this document.                                                                | 1           |                                                                                          |                                                                                                 |
| <b>Grand Total inc.Taxes, other duties &amp; discounts but Exclusive of VAT:</b> |                                                                                                                                                        |             |                                                                                          |                                                                                                 |

-Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.

-VAT shall be paid in accordance with the applicable VAT Regulations. Please note that all economic operators are bound to abide with Financial regulations in Terms of VAT

\* The quantity indicated in the table above is indicative and for evaluation purposes and the Contracting Authority reserves the right not to order the whole quantity specified or increase the quantity, or to reduce the number of food items as necessary, according to its exigencies, and would not by doing so, be held liable for any damages. The rate and Total price to be submitted will cover for all the services required under this contract's terms and conditions and no additional requests for payment will be accepted by the Contracting Authority. The exact quantity of persons attending the event will be communicated to the awarded bidder as stipulated within this document and the total price payable to the contractor will be calculated accordingly.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID No \_\_\_\_\_

## BIDDER DETAILS<sup>(Note 3)</sup>

(A separate, distinct Bidder Details Form must be submitted for EACH OPTION - if applicable - submitted)

Reference number: MGOZ Q 45/2018

Quotation for the Provision of Services for the Hire of premises and Catering for an Event to be organised by the Ministry for Gozo

|                                    |  |
|------------------------------------|--|
| Company's Name:                    |  |
| Contact Person's Name and Surname: |  |
| Business Address:                  |  |
| VAT Registration Number            |  |
| Telephone Number:                  |  |
| Mobile Number:                     |  |
| E-mail address:                    |  |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID: \_\_\_\_\_

## BIDDER'S DECLARATION(S) (Note 3)

To be completed and signed by the bidder (including each partner in a consortium).

In response to your letter of invitation to quotation for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined, and accept in full and in its entirety, the content of this quotation document (including subsequent Clarifications Notes issued by the Contracting Authority) for invitation to quotation No MGOZ Q 45/2018 of 23/02/2018. We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our quotation offer not being considered any further. We also declare agreement, conformity and compliance with the General Rules Governing Tendering.
- 2 We offer to provide, in accordance with the terms of the quotation document and the conditions and time limits laid down, without reserve or restriction, the services, as per description on the Terms of Reference and Financial Bid.
- 3 The total price of our quotation (inclusive of duties, other taxes and any discounts but excluding VAT) is:  
  
€ .....
- 4 This quotation is valid for a period of 90 days from the final date for submission of tenders.
- 5 If our quotation is accepted, we undertake to provide a performance guarantee of 10% of the contract value as required by the General Conditions. (Applicable for bids and quotations with value over €10,000.)
- 6 We are making this application in our own right and **[as partner in the consortium led by < name of the leader / ourselves> ]** for this quotation. We confirm that we are not quoting for the same contract in any other form. **[We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance].** We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the quotation procedure.
- 7 We are not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy. We also declare that we have not been convicted criminally, or found guilty of professional misconduct. Furthermore, we are up-to-date in the payment of social security contributions and other taxes.
- 8 We accept that we shall be excluded from participation in the award of this quotation if compliance certificates in respect of declarations made under Clause 7 of this declaration are not submitted by the indicated dates.
- 9 We agree to abide by the ethics clauses of the instructions to bidders and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other quotation in this procedure. We recognise that our quotation may be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our quotation.
- 10 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Government of Malta and the European Communities.



11 Our quotation submission has been made in conformity with the Instructions to Bidders, and in this respect we confirm having included in the appropriate packages as required, the following documentation:

(a) **General Information** <sup>(Note 2)</sup>

(i) Statement on Conditions of Employment

(b) **Exclusion (including Blacklisting)- information to be submitted as per attached form.**(Note 2)

(i) Declaration concerning exclusion grounds

(ii) Declaration concerning Selection Criteria - Not applicable

(c) **Evaluation Criteria/Technical Specifications** <sup>(Note 3)</sup>

Bidder's Technical Offer in response to specifications that the bidder will comply with all terms and conditions of the quotation. <sup>(Note 3)</sup>

Literature as per Form Marked Literature List <sup>(Note 2B)</sup>

(d) **Bidder Details Form, and Financial Offer** <sup>(Note 3)</sup>

**Notes:**

1. Not Applicable for departmental tenders.

2. A) Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.

B) Tenderers will be requested to rectify/submit only missing documents within five (5) working days from notification. **No changes to the information provided in the Literature submitted will be allowed. Literature submitted shall be rectifiable only in respect of any missing information.**

All Rectifications are free of charge.

4. No rectification shall be allowed. Only clarifications on the submitted information may be requested.

12 I acknowledge that the Contracting Authority shall request rectifications in respect of incomplete/non-submitted information pertinent to the documentation listed in Clause 11(a) of this Quotation Form. We understand that such rectification/s must be submitted within five (5) working days, and will be free of charge, and that failure to comply shall result in our offer not being considered any further.

13 We note that the Contracting Authority is not bound to proceed with this invitation to quotation and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards us should it do so.

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

I.D. / Passport Number: \_\_\_\_\_

Signature of bidder: \_\_\_\_\_

Duly authorised to sign this quotation on behalf of: \_\_\_\_\_

Company/Lead Partner VAT No: \_\_\_\_\_  
(if applicable)

Stamp of the firm/company: \_\_\_\_\_

Place and date: \_\_\_\_\_

## Technical Offer (Note 3)

**Note: Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.**

This form is to be submitted with the Bidders' offer. Tenderers that fail to complete, duly sign and upload the requested information will be deemed as non compliant and will not be considered further for final adjudication. The information/technical specifications provided in the below table shall not be subject to rectifications.

**i. Address of Venue and List of Items**

The bidder should submit the address/es applicable for the venues being offered. Also a list of the food items being offered with the rate per item in the table provided below. Moreover, this document should also include a list of the beverages being offered and the respective brands.

|                                                                                              |  |
|----------------------------------------------------------------------------------------------|--|
| <p><b>Kindly insert in the adjacent field the address/es of the venues being offered</b></p> |  |
|----------------------------------------------------------------------------------------------|--|

| Item No. | Description of item required             | Item Offered            | Rate per item in Euro                                  |
|----------|------------------------------------------|-------------------------|--------------------------------------------------------|
| 1.1      | Food Items as per Terms of Reference     |                         |                                                        |
|          |                                          |                         |                                                        |
|          |                                          |                         |                                                        |
|          |                                          |                         |                                                        |
|          |                                          |                         |                                                        |
|          |                                          |                         |                                                        |
|          |                                          |                         |                                                        |
|          |                                          |                         |                                                        |
|          |                                          |                         |                                                        |
|          |                                          |                         |                                                        |
| Item No. | Description of item required             | List of items required  | Kindly insert below details of the Brand being offered |
| 1.2      | Beverage items as per Terms of Reference | <b>Softdrinks:</b>      |                                                        |
|          |                                          | <b>Wine and Beer:</b>   |                                                        |
|          |                                          | <b>Juice and Water:</b> |                                                        |

**ii. Declaration:**

I / We declare that I/we confirm that the services required will be carried out in accordance with the Terms of Reference and all Terms and Conditions of the Quotation Document, and as detailed in the Financial Offer.

Name of Tenderer / Company: .....

Signature:.....

Date:.....

*(the person or persons authorised to sign on behalf of the tenderer)*

## Statement on Conditions of Employment

**Tenderers are to ensure that self-employed personnel are not engaged on this contract.  
Non-compliance will invalidate the contract.**

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Signature: .....

*(the person or persons authorised to sign on behalf of the tenderer)*

Date: .....

**Data on Joint Venture/Consortium (Where applicable)**

|   |                                                                                                                                            |                                                                        |
|---|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 1 | Name                                                                                                                                       | .....                                                                  |
| 2 | Managing Board's Contact Details                                                                                                           | Address: .....<br>.....<br>Telephone: ..... Fax: .....<br>Email: ..... |
| 3 | Agency in the state of the Contracting Authority, if any<br><i>(in the case of a Joint Venture/Consortium with a foreign lead partner)</i> | Address: .....<br>.....<br>Telephone: ..... Fax: .....<br>Email: ..... |
| 4 | Names of Partners                                                                                                                          | (i) .....<br>(ii) .....<br>(iii) .....<br>(iv) .....                   |
| 5 | Name of Lead Partner                                                                                                                       | .....                                                                  |
| 6 | Agreement governing the formation of the Joint Venture/Consortium<br><i>(Enclose Joint Venture/ Consortium Agreement)</i>                  |                                                                        |
|   | Place of Signature:                                                                                                                        | Date of Signature:                                                     |
|   | .....                                                                                                                                      | .....                                                                  |

Signature: .....  
*(the person or persons authorised to sign on behalf of the tenderer)*

Date: .....

## POWER OF ATTORNEY

Please attach here the Power of Attorney empowering the signatory of the tender and all related documentation as per clause 2.3 of the General Rules Governing Tendering (version 2.0) and clause 7(A)(vi) of Section 1 - Instructions to Tenderer.

**Signature:** .....  
*(the person or persons authorised to sign on behalf of the tenderer)*

**Date:** .....

## DECLARATION CONCERNING EXCLUSION GROUNDS

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

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Signature

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Name of Company