



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

Procurement Section  
Directorate Corporate Services

## REQUEST FOR PARTICIPATION – RFP 001/2015

**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.*

6<sup>th</sup> March 2015

### **Request for Participation to Offer Hotel Accommodation for Delegates attending Honorary Consuls Meeting 2015**

#### **Section A: Instructions to Tenderers:**

The Ministry for Foreign Affairs is seeking to invite Hotels to submit their intention to participate in this call. It requires the services for accommodation of delegates 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 9 – 10 July 2015, the Ministry will be hosting its Biennial Honorary Consuls Meeting for 2015. To this effect it is proposing accommodation arrangements to its Delegation of circa 200 Honorary Consuls.

Three categories of Hotels must be provided;  
3 star, 4 star, and/or 5 star Hotels on Bed and Breakfast Basis in standard rooms. It is to be noted that booking shall be carried out by the delegate themselves on first come first serve basis. All expenses shall be paid by the delegates themselves and hence these will not be borne by the said Ministry.

Upon Evaluation of the offers submitted the Ministry for Foreign Affairs will issue a list of the recommended Hotels together with information submitted through this call. 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 Hotels
- Hotel rating
- List of facilities offered by the said hotel
- Name of contact person
- Telephone of contact person
- Email of contact person
- Number of rooms available for the said dates as on closing date of this call
- Price of standard single room on B/B
- Price of twin room on B/B

**Special Conditions:**

It is being understood by the said Ministry that information submitted by the respective bidder is being authorized to be circulated amongst the delegates registering for this conference.

The responsibility for booking, cancellation and payment of services rendered shall be solely by the respective delegate and the Ministry shall not be responsible for such.

It is understood that room availability offered by the bidder is subject to availability when the respective delegate enquires for booking.

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**Section B: Offer**

<b>Technical Offer</b>
• Name of Hotel
• Address of Hotel
• Hotel rating
• List of facilities offer by the said hotel
• Name of contact person
• Telephone of contact person
• Email of contact person
• Number of rooms available for the said dates as on closing date of this call

VAT Rate on the above items	%
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**Financial Offer**

All interested parties are advised to submit the price list on the following items

Item	Description	Qty	Unit	Unit Price in € excluding VAT*	Total Price in € excluding VAT*
1	• Price of standard single room on B/B		<i>each</i>		
2	• Price of twin room on B/B		<i>each</i>		
<b>Grand Total Price in €</b>					

**Company Information:**

Full name of company	
Address of Company	
Full name of contact person	
Contact Telephone Number / Mobile Number & Fax Number	
Email Address	
<b>VAT/ Registration number</b>	
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](mailto:procurement.mfa@gov.mt) or
- by hand
- by Friday 20<sup>th</sup> March, 2015 at 10:00hrs

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