



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

*Procurement Section
Directorate Corporate Services*

**EXPRESSION OF INTEREST FOR
FOOD & BEVERAGE STALLS FOR LEJLA MALTIJA -
Convention for the Maltese Living Abroad 2015 –
RFP 003/2015**

CLOSING DATE: 14th April 2015 at 12:00hrs

***NOTE: When submitting offers by email,
please include the above reference and Name of Item in the subject field.***

Date: 2nd April 2015

Section A: Instructions to Tenderers:

The Ministry of Foreign Affairs needs the following item/s:

Food & Beverage Stalls for *Lejla Maltija* – Convention for the Maltese Living Abroad

Technical Specifications

- Offers are cordially invited from interested persons / companies to quote for the manning and running of food & beverage stalls at *Lejla Maltija – Convention for the Maltese Living Abroad 2015*.
- The Lejla Maltija is scheduled to take place at the lower part of Hastings Garden, Valletta on the evening of Thursday 23rd April 2015 between 1800hours and 2300hours. The event may be cancelled if the weather does not permit such, which in case the Organisers shall provide a 24-hour notice to this effect to the successful bidder/s. Offers must be for the duration of the whole event.
- The food stalls must be open for business between 17.30 and midnight on the day of the event.
- Only traditional Maltese food & beverages shall be sold at the food stalls.
- The proposed menu / item and its ingredients including the pricelist must be displayed prominently during the event at the respective stall.
- Food may only be served in dispensable – environmental friendly plates or containers.
- The successful bidder/s shall be obliged to display prominently a price list of all items that shall be on sale in the food stall. This after the prices have been cleared and agreed with the Ministry for Foreign Affairs.
- Applicants can bid and if successful eventually run **one or more** food stalls. **Holistic** offers are also considered.
- All the necessary permits for the sale of cooked foods have to be obtained by the successful bidder.
- The bidder must be in possession of all the necessary operating permits. He must also ensure that all regulations of hygiene and sanitation as required by the Health and Safety are fully followed.
- Any brand advertisement at the food stall area is subject to approval by the organisers and a fee for this may be requested.
- The successful bidder shall provide all the equipment and personnel that may be necessary for the smooth and hygienic running of the food & beverage stall and the surrounding area during the Event.
- The successful bidder and his crew will abide by the prevailing laws and regulations regarding catering industry of the Maltese Islands.
- Offers are to be made in legible print and / if in writing and are to be in a sealed envelope marked: “LEJLA MALTIJA 023/2015”.

Special Conditions

- Successful bidders may mount their stands during the morning or afternoon but by not later than 1700hours of the said date of the event. Dismantling has to be done after the event. The successful bidder / s bind himself / themselves to collect all waste and keep tables clean before, during and after the evening of the event.
- Once the bidder is successfully chosen, he will be contacted by the organiser to attend a site visit during which the exact location shall be identified for each bidder.
- Vehicles cannot be parked within the venue.
- The bidder bides himself to sell only products that have been agreed upon.
- Each bidder must be in possession of a valid insurance policy that covers any risks to third parties.
- Each bidder must provide waste bins which are to be used to dispose any wastes that may be generated by the activity. The waste produced by each bidder shall remain the property of the respective bidder at all times.
- The Organisers shall not be held responsible for any damages at any time for damages, theft or penalties issued against any bidder by the Authorities.
- Each offer shall be considered by a Selection Board. The Organisers reserve the right to refuse all offers, even the most advantageous.

Section B: Offer

ITEM	Price for Sale	Offer for stall
Ftajjar Imħawwra	€ _____	€ _____
Patata l-forn	€ _____	€ _____
Bragioli	€ _____	€ _____
Majjal mixwi	€ _____	€ _____
Patizzi, Qassatat, timpani, Ftira Għawdxija	€ _____	€ _____
Fenek	€ _____	€ _____
Stuffat, Kirxa, bebbux, zalzett ta' Malta	€ _____	€ _____
Laħam taż-żiemel	€ _____	€ _____
Bigilla	€ _____	€ _____
Vegetarian platter which may consist of roasted potatoes, bigilla, beans, garlic pastes, dips, caponata, etc.	€ _____	€ _____
Ful, ċicri u karawett	€ _____	€ _____
Ħlewwiet Maltin inkluż mqaret, kannolli, qubbajt, ġelat tan-nanna eċċ.	€ _____	€ _____
Te', kafe, Ottijiet, krustini u ftieta oħra	€ _____	€ _____
Inbid Lokali	€ _____	€ _____
Xarbiet oħra lokali* (*for this item only other soft drinks may be considered)	€ _____	€ _____
<i>Other suggested items:</i> _____	€ _____	€ _____

Company Information:

Full Name of Contractor	
Full name of company	
Address of Company	
Full name of contact person	
Contact Telephone Number / Mobile Number & Fax Number	
Email Address	
VAT/ Registration number	
Id Card No	
Licence Number	
Licence Valid up to	
Quotation Date	
Delivery Period	

I hereby declare that:

- **I have read all terms and conditions and agree to comply with them during the whole event.**
- **All the information given in this call is correct.**
- **Once this offer is accepted, I oblige self to pay all dues to the Ministry for Foreign Affairs by not later than the 19th April 2015. In case of non compliance from my end, the organisers reserve the right to disqualify my offer.**
- **I oblige self that if awarded, I shall be responsible for the area assigned to me and that at no point in time shall I hand over the said offer to a third party to manage on my behalf.**

Signature: _____

Date: _____

Section C: Terms and Conditions

1. You are kindly requested to submit your quote/s for the above item/s. **All offers 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,**
 - Date of Interest
 - Literature, Drawings, Digital Images and / or technical data of item being quoted,
2. **Quotes must be provided in Word, Excel, pdf or jpg formats. When links are provided for Technical Specifications, these should lead to the website and must not require the downloading of any programs, the creation of accounts or other functions. Other formats will NOT be considered.**
3. 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 Service, Ministry of Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta. Quotes 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.
4. **Expression of Interest must be valid for a minimum of 30 days.**
5. **Clarifications can be sought up to THREE WORKING DAYS before the closing date.**
6. All submissions should be sent either:
 - by email on procurement.mfa@gov.mt or
 - by hand
 - by noon on Tuesday 14th April, 2015
7. **ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.**