

Malta Intelligent Energy Management Agency

QUOTATION NUMBER: NF-01-1017

**REQUEST FOR QUOTATIONS FOR NETWORKING DINNER IN CONNECTION
WITH NEW FINANCE PROJECT (INTERREG MED PROGRAMME 2014-2020)**

Date Issued: 9th October 2017

Closing Date: 17th October 2017 at 12:00

Malta Intelligent Energy Management Agency (MIEMA)
9c, Triq Mikiel Anton Vassalli
Valletta VLT 1310



INTERREG MED PROGRAMME 2014-2020
Project part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds



1.0 General Background

The *Malta Intelligent Energy Management Agency (MIEMA)* is requesting quotations for a networking dinner in connection with NEW FINANCE Project which is financed under the *Interreg MED Programme*.

The agency is one of the partners of the NEW FINANCE Project - New finance for energy efficiency measures in public buildings. The project brings together 6 partners from Croatia, Malta, Italy, Spain, Slovenia and Bosnia & Herzegovina. The general objective of the NEW FINANCE project is to increase the confidence of public building owners and private investors to overcome the barrier in financing energy efficiency measures at local and regional level. The project will take a step towards making energy efficiency investment easier by assisting key decision makers from the public and finance sector to find and apply working strategies for mobilisation of private funding and better use of European funding.

2.0 Specifications

MIEMA is hosting the 4th Steering Committee Meeting for the NEW FINANCE project in Malta, on the 24th October, 2017. As part of this event, it is organising a networking dinner for around 15 persons on the 24th October, at 20:00 hrs. MIEMA is therefore inviting restaurants which can cater for this number of persons to submit a quotation for such a dinner. The quotation (per person) should cover a typical dinner menu with alternative options for starters, first course, main course and dessert. Beverages will be paid separately (on order).

Selection of successful bidder

The cheapest compliant offer shall be selected. The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN 296 of 2010) and its subsequent amendments.

3.0 Submission and Contact Details

Quotations are to reach MIEMA either by post or by email (info@miema.org), or they may be deposited in the tender box during office hours before the 17th of October, 2017, at 12:00 noon. Any request for clarifications or queries should be made by email before the 13th of October, 17:00 hrs.

Quotations will be received at the following address between 09:30 and 17:00:

MIEMA
9c, Triq Mikiel Anton Vassalli
Valletta VLT1310

All prices must quote VAT separately and in full. For payment purposes, invoices and receipts should be issued accordingly.

4.0 General Conditions

1. The contractual relationship between parties will be a supplier-customer relationship, based on a professional and reliable customer service.
2. MIEMA may terminate the contract should any of the deliverables not be of the required level and quality matching the standards of MIEMA.
3. Authorship of the work contracted in this RFQ may or may not be credited at the discretion of MIEMA. Additionally, MIEMA remains the sole and exclusive owner of all IPR for all of the deliverables.
4. The selected supplier will not issue any press releases, publicity or any form of communication that relates to this agreement or suppliers relationship with MIEMA.
5. The selected supplier is expected to act correctly in all its dealings with MIEMA, avoid conflict of interest, protect MIEMA property and information, commit to Health and Safety Regulations, Security Standards and Environmental Protection.
6. All information submitted as part of the Offer will be treated in strictest confidence. Any attempt by a bidder to obtain confidential information, or influence MIEMA during the process of examining, clarifying, evaluating and comparing the RFQ documents will lead to the automatic rejection of the relevant proposal.
7. MIEMA reserves the right to cancel this process without it incurring any penalty or cost or any liability however so described.
8. MIEMA may, at its own discretion, decide not to select any proposal even the most advantageous offer.
9. MIEMA may, at its own discretion, decide to select a subset of the proposal or conduct the implementation of the proposal in stages over a period of time.
10. MIEMA reserves the right not to consider offers that have missing mandatory information.
11. MIEMA may disqualify the bidder completely if it does not abide with the above instructions.
12. The information collected shall be processed in accordance to the Data Protection Act (Chapter 440 of the Laws of Malta). The submissions to this RFQ are confidential and intended solely for the use of this RFQ process, and will not be disclosed or copied without the consent of the applicant to anyone outside MIEMA unless the law permits us to.