

**Malta Intelligent Energy Management Agency**

**QUOTATION NUMBER:** STP-01-0917

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

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**Date Issued:** 11<sup>th</sup> September 2017

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**Closing Date:** 19<sup>th</sup> September 2017 at 12:00

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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 STEPPING Project which is financed under the *Interreg MED Programme*.

The agency is one of the partners of the STEPPING Project. The project brings together partners from 7 MED countries, which allows sharing of good practices with the aim of developing and testing new EPC investment plans. The general project objective of the STEPPING project is to increase the adoption of EPC (Energy Performance Contract) investment schemes in the elaboration of Energy Efficiency plans for public building in the MED area, raising the knowledge of MED institutions in designing, implementation and managing of energy efficiency plans for public buildings.

## **2.0 Specifications**

MIEMA is hosting the 2nd Steering Committee Meeting for the STEPPING project in Malta, on the 28th and 29th September, 2017. As part of this event, it is organising a networking dinner for around 20 persons on the 28th September, 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](mailto:info@miema.org)), or they may be deposited in the tender box during office hours before the 19th of September, 2017, at 12:00 noon. Any request for clarifications or queries should be made by email before the 15th of September, 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.