

## REQUEST FOR QUOTATIONS FOR THE PROVISION OF CATERING SERVICES DURING EVENTS HELD AT REMPEC PREMISES

Issued by: Regional Marine Pollution Emergency Response Centre for the Mediterranean  
Sea (REMPEC)

RfQ: REM\_Quote 01/2024

Issue Date: 27 February 2024

Submission Date and Time: 19 March 2024 – midnight (Malta time)

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## **SECTION A: INSTRUCTIONS**

1) Response to this Request for Quotations is to be submitted on [procurement@rempec.org](mailto:procurement@rempec.org). All submissions will be dealt with in strictest confidence.

## **SECTION B: GENERAL INFORMATION**

### **1) Purpose**

The purpose of this Request for Quotation (RfQ) is for the Provision of Catering Services during Events held at REMPEC Premises.

### **2) Beneficiary**

The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) is a Regional Activity Centre established within the framework of the Mediterranean Action Plan of the United Nations Environment Programme (UNEP), with a view to coordinating the activities of the Mediterranean coastal States related to the implementation of the Prevention and Emergency Protocol to the Barcelona Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean Sea. The Centre is administered by the International Maritime Organization (IMO) and hosted in Malta by the Maltese Government in terms of a host country agreement signed between the Government of Malta and IMO in 1990.

The beneficiary, being REMPEC is the point of contact for this RfQ. Any communications at tendering stage shall be made on [procurement@rempec.org](mailto:procurement@rempec.org)

The last date on which REMPEC shall issue a clarification is 8 March 2024 at 1700hrs. (Malta time). Clarifications requests are to be sent on [procurement@rempec.org](mailto:procurement@rempec.org)

### **3) Scope and Terms & Conditions**

#### **Scope**

The objective of this RfQ relates to the provision of catering services during events held at REMPEC premises as defined in this RfQ as part of REMPEC's efforts in organising approximately three (3) events per year for an average of 25-40 international participants per event. The events are held at the Conference Room at REMPEC's Premises, Floriana. The service provider is to liaise with REMPEC to make the necessary preparations prior and during each event hosted by REMPEC and provide a good quality product and service.

## Terms & Conditions

- a) The date of commencement of contract shall be within three days from the signing of the contract by both parties.
- b) In cases where the contract is for any reason terminated, REMPEC, apart from other rights under the contract, shall have the right to obtain the same service from other suppliers and all extra cost shall be borne by the defaulting Contractor.

## SECTION C: DETAILS OF INFORMATION REQUESTED

### 1) Specific Project Overview

*Project deliverables;*

*Bidder is to provide catering services as outlined below.*

Welcome Coffee	A Welcome Coffee shall be provided and served prior to the commencement of the event, ideally during registration time of participants to the event, as agreed with REMPEC prior to the event;
Morning Coffee-Break	A Morning Coffee-Break shall be provided and served any time between the welcome coffee and the lunch break as agreed with REMPEC prior to the event;
Light Lunch	A light lunch, including non-alcoholic beverages, is to be provided and served anytime between 1200hrs and 1400hrs as agreed with REMPEC prior to the event;
Afternoon Coffee-Break	An afternoon Coffee-Break shall be provided and served anytime between lunch break and end of day of the event as agreed with REMPEC prior to the event.

## SECTION D: ADDITIONAL INFORMATION

- a) *Bidders are free to submit their own proposals with regards to items being served as grouped in the table as provided above;*
- b) *The only exception to items being served is that all items provided must not be pork based and all ingredients should be labelled;*
- c) *Bidders are also urged to vary the proposed menus, especially with regards to the light-lunch, since we foresee that we shall host events that will be held on a span of either 2 or 3 days;*
- d) *Bidders are requested to provide Bistro Tables covered in white cloth for each event;*

- e) *Bidders shall be responsible for the transportation, assembly and dismantling of any equipment on site;*
- f) *The Contractor will have to communicate with REMPEC's logistics coordinator/s as these will oversee the execution and coordination of the event. Details of the logistics coordinator/s will be communicated to the contractor prior to each event;*
- g) *REMPEC shall provide the list of events requiring the Catering Services as requested in this Request for Quotations at the beginning of the year, with the possibility of additional events which in such cases REMPEC binds itself to advise and discuss with the successful bidder at least 3 weeks prior to the event;*
- h) *REMPEC shall provide the programme of the event, indicating coffee breaks and lunch times at least one week prior to the event;*

**SECTION E: FINANCIAL BID FORM**

**FINANCIAL BID**

**Quotation Title**      **Request for Quotations for the provision of Catering Services during Events held at REMPEC Premises**

**Reference Number**      **REM\_Quote 01/2024**

<b>Item No.</b>	<b>Description</b>	<b>Detailed Items to be provided</b>	<b>Unit / Price per Person</b>	<b>Total including Taxes/Charges, other Duties &amp; Discounts <u>BUT</u> Exclusive of VAT (Delivered Duty Paid – DDP)  €</b>					
1	Welcome Coffee								
2	Morning Coffee-Break								
3	Light Lunch								
4	Afternoon Coffee-Break								
5	List any additional charges (if any)								
<table border="1" style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="width: 15%;"></td> <td style="width: 25%;"><b>GRAND TOTAL INCLUDING TAXES/CHARGES, OTHER DUTIES &amp; DISCOUNTS BUT EXCLUSIVE OF VAT (DELIVERED DUTY PAID-DDP)</b></td> <td style="width: 25%;"></td> <td style="width: 15%;"></td> <td style="width: 20%;"></td> </tr> </table>						<b>GRAND TOTAL INCLUDING TAXES/CHARGES, OTHER DUTIES &amp; DISCOUNTS BUT EXCLUSIVE OF VAT (DELIVERED DUTY PAID-DDP)</b>			
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