

EXPRESSION OF INTEREST

**FOR THE PROVISION OF A MALTESE PLATTERS
STALL AND WINE BAR SERVING LOCAL WINES
DURING MNARJA 2023**

MAFA

Date Published: Monday 15th May 2023

Deadline for Submission: Monday 5th June 2023 at 10:00am
CET/CEST

Opening of Offers: Monday 5th June 2023 at 10:30am
CET/CEST

**MINISTRY FOR AGRICULTURE,
FISHERIES AND ANIMAL RIGHTS**

EVENTS AND PROMOTION UNIT
Agriculture Research & Innovation Hub, Ingiered Road, Luqa LQA 3300

Tel: 22924130 / epu.mafa@gov.mt

1. INTRODUCTION

The 2023 edition of the Mnarja will be held in Buskett between **Wednesday 28th and Thursday 29th June** and will be organized by the Events and Promotion Unit within the Ministry for Agriculture, Fisheries and Animal Rights (MAFA).

MAFA is inviting prospective economic operators to apply and register their interest for the provision of a Maltese Platters Stall and Wine Bar serving Local Wines during Mnarja 2023 which will need to cater for the public as per the conditions laid down in this EOI.

Disclaimer:

Prospective applicants are to note that by submitting an application as specified below, they are confirming agreement to all of the terms and conditions related to this Expression of Interest.

Prospective applicants are to note that although applications may be submitted, evaluated and contracts signed, in case of new restrictions on the hosting of the event published by the Health Department and/or inclement weather, the Event might be postponed or cancelled. In such a circumstance, the application and awardee fees may be refunded. No other compensation claims shall be entertained by MAFA.

The application shall be declared null if any information provided is incorrect and/or not verified.

2. GUIDELINES

2.1 Instructions to Prospective Applicants

- a) Prospective applicants are to submit a duly filled in and endorsed Application Form.
- b) Prospective applicants are to ensure that the contact's name on the Application Form is that of the individual who, if successful, shall enter into an agreement with MAFA for the provision of a Maltese Platters Stall and Wine Bar serving Local Wines during Mnarja 2023.
- c) Prospective applicants are encouraged to read the terms and conditions of this Expression of Interest.
- d) By applying, it is understood that the applicant has read and

agrees with the terms and conditions of this Expression of Interest and affirms all Declarations. No conditions and alterations to the requirements listed in this document shall be introduced / imposed by the applicant on MAFA.

- e) By applying, applicants shall be confirming that their offer shall remain valid for a period of 90 days from the submission deadline.

2.2 Application Timetable

Expression of Interest for participation opens on	15/05/2023
Clarification requests may be submitted via email epu.mafa@gov.mt by not later than	23/05/2023 at 17:00hrs
Applications are to be submitted by not later than	05/06/2023 at 10:00hrs

The application needs to be submitted through the EOI box situated at the: **Agriculture, Research and Innovation Hub, Ingiered Road, Luqa LQA 3300 (Għammieri).**

Indicating as a subject:

OFFER FOR THE PROVISION OF A MALTESE PLATTERS STALL AND WINE BAR SERVING LOCAL WINES DURING MNAJRA 2023

The opening of applications submitted will be on: Wednesday 31st May 2023 at 1030 hrs.

An opening schedule shall be affixed on the notice board of the Agriculture Research and Innovation Hub in the sequence of how applications are opened. Only the name of the applicant applying in connection with this Expression of Interest shall be displayed. Prices shall not be listed in the opening schedule.

Late or incomplete applications will not be considered.

2.3 Submission Requirements

- a) Each applicant may apply for one (1) or more of the Lots listed in Annex 1.
- b) The application is to include the following:
- A duly filled in and signed application form and declaration (Annex 2)
 - Financial Bid (Annex 3)
 - Variety of Maltese platters for sale with pricelist (Annex 4)

- List of local wines for sale with pricelist (Annex 5)
- Checklist (Annex 6)
- Food Handling Certificate

Should one or more of the listed requirements or fields be missing or incomplete, the submitted application shall be immediately disqualified and will not be considered further.

2.4 Selection and Evaluation

Each application will be treated in strict confidence by the Evaluation Board.

Evaluation Criteria

Evaluation Criteria (per Lot)	% Weighting
Variety of Products	20
Prices of Products	30
Financial Offer	50
Total Weighting	100

Some applicants may be put on a reserve list and contacted at a later date.

The Contracting Authority reserves the right to select and/or reject any or all of the submitted applications. Should none of the applicants be considered satisfactory, it reserves the right to assign the designated stalls to other economic operators (not necessarily involved in this Expression of Interest).

3. TERMS AND CONDITIONS

3.1 Products

- MAFA is seeking offers from applicants who can offer a local wine bar and Maltese platters specifically as listed on Annex 1.
- It is important that all food and wines are locally sourced and produced, verification is to be submitted if requested by MAFA.
- The Maltese Platters Stall and Wine Bar serving Local Wines are to operate as follows:**
 - **Wednesday 28 June from 17:00hrs to Thursday 29 June at 02:00hrs**
 - **Thursday 29 June from 05:00hrs to 14:00hrs**

- d) The wine bar and stall must clearly display a list of prices for each item on sale in a prominent area where the public can easily view. Prices are to be compliant with local regulations.
- e) The applicant must only sell items as agreed upon and abide by the instructions that may be given by the Contracting Authority both before and after the activity.
- f) It is the applicant's responsibility to ensure sufficient supply for the whole duration of the event.
- g) Ensure that the stall and/or bar are visually set up to complement the event and Mnarja atmosphere, traditional but professional. Above all the applicant must ensure a hygienic environment at all times.
- h) It is imperative that all staff working within the stall and/or bar are dressed in appropriate professional coordinated attire. Applicants will also need to keep in mind weather conditions and type of event.
- i) PPE's are a must, applicants will need to keep in mind that they will be working in the public eye and must ensure hygiene but also their staff's safety.
- j) All applicants must comply to the following obligatory environmentally friendly measures:
 - Packaging should be reduced at source. Don't use or promote products that have unnecessary packaging and reduce all packaging whenever possible.
 - All packaging, plates, cutlery, cups etc need to be made of compostable materials.
 - Single-use plastic is not only unacceptable but is now also illegal and therefore will not be permitted during Mnarja 2023.
 - Applicants are encouraged to consider adopting the option of giving the public the option of purchasing a re-usable cup at a one-time small charge of not more than €2.00 per cup which they could re-fill throughout the event and eventually take home with them, but this is not mandatory.

3.2 Fees

- a) The selected applicant/s shall pay together with the related offer, a guarantee sum of five hundred euro (€500) which shall be refunded at the end of the event, subject to adherence to the stipulated regulations.
- b) Such sum is to be paid on acceptance together with bid.
- c) The related offer fees are refundable only in case of cancellation of the event.

3.3 Set-up and Dismantling

- a) The successful applicants must set up in the spaces as specified in the presence of the organizers and, once agreed on with MAFA, must not exceed the boundaries of these designated spaces.
- b) The **setting up of equipment** must be completed on **Wednesday 28th June 2023 by not later than 16:00 hours**. It is not permissible to leave any parked commercial vehicles and machinery at the allocated spaces. Exceptions are to be granted for freezer/fridge trucks however these will need to be discussed and agreed upon with MAFA.
- c) **The stalls must be dismantled once the event has ended**. This entails also that by **Thursday 29th June 2022 at 16:00 hours** every stall owner will have removed and cleaned any type of waste. It is the responsibility of the applicant to ensure proper clean-up procedures are implemented; no solid or liquid waste is to be left on site or disposed in the soil and/or on the floor.
- d) The Maltese platters stall owner must provide his or her own equipment, applicants need to consider that they will be operating in a bear environment. Equipment will need to include but is not limited to:
 - i. Any professional equipment required to be able to cater for the Maltese platters menu/items as per Annex 1 and Annex 5;
 - ii. Freezers and/or fridges to guarantee food safety and quality;
 - iii. Professional tables adequate for the preparation of food;
 - iv. Proper serving platters, containers and cutlery made out of compostable material;
 - v. A clear sign indicating food menu and prices;
 - vi. A proper POS system, which accepts both cash and VISA payments.
- e) MAFA will provide the Maltese platters stall owner with the following:
 - i. A 2.5m by 2m wooden stall;

- ii. A further 3m by 3m area covered with gazebo with sides closed to be used as back of house
 - iii. Electricity supply and enough lighting for the operation of the stall;
 - iv. Picnic benches and bean bags for the general public to eat in the area and around Buskett.

- f) The wine bar owner must provide his or her own equipment, applicants need to consider that they will be operating in a bare environment. Equipment will need to include but is not limited to:
 - i. Proper bar set up, owner must ensure to utilise designated area and organise well to be able to cater for high volumes of people;
 - ii. Fridges to keep beverages and ice chilled;
 - iii. Suitable cups, applicants are encouraged to offer the option of re-usable cups;
 - iv. A clear sign indicating wine menu and prices;
 - v. A proper POS system, which accepts both cash and VISA payments.

- g) MAFA will provide the wine bar owner with the following:
 - i. A 2.5m by 2m wooden stall;
 - ii. A further 3m by 3m area covered with gazebo with sides closed to be used as back of house
 - iii. Electricity supply and enough lighting for the operation of the bar;
 - iv. Picnic benches and bean bags for the general public to eat in the area and around Buskett.

- h) The successful applicants must provide their own bins to use for the waste generated during service. This waste is within the responsibility of the applicant and must be taken care of as needed. The applicant must provide recycling bins as well as bins for general waste.

- i) Any type of waste is to be collected and disposed of by the economic operator in accordance with local environmental regulations. It is the responsibility of the selected economic operator to ensure proper clean-up procedures are implemented; no solid or liquid wastes are to be left on site or disposed of in the space.

- j) Other parking spaces can be arranged by MAFA, and this will be close by but offsite.

3.4 Permits and Licenses

- a) The selected economic operator shall conform to local Health and Safety

regulations, the regulations and legislation of the Maltese catering industry, any licenses and permits necessary to be eligible to sell/trade in accordance with the VAT regulations.

- b) Every individual serving food must wear the necessary protective clothing and use gloves and any other form of protective hygienic gear.
- c) All food items for sale must conform to the local sanitary regulations set by authorities and the applicant must have all the necessary licenses and permits to sell the product. Such permits may be requested at any time by the Contracting Authority.
- d) The selected economic operator must have all the necessary legal requirements. The Contracting Authority will not be liable for any action or fines incurred by the chosen applicant because of non-compliance with local regulations.
- e) All Maltese Laws relevant to the activity must be observed by the selected economic operator.
- f) The selected economic operator(s) shall have all the necessary insurance policies including public liability, which covers any form of risks including damage, loss, bodily harm, death in relation to third parties. The Contracting Authority shall not be involved in any legal dispute as result of the economic operator(s)' operations in connection with event. A copy of a valid public liability insurance policy shall be submitted to the Contracting Authority **upon contract endorsement**. Failure to provide such documentation upon contract endorsement shall lead to the automatic forfeiting of the contract by the selected contractor and shall waive any obligation by MAFA.
- g) MAFA shall not be held responsible, under no circumstances, for any damage or theft that may occur including penalties issued by the competent authorities during the event.

ANNEX 1
List of Lots

Lot	Stall/Bar	Minimum Stall/Bar Requirements	Area	Minimum Offer (Exc VAT)
1	Maltese Platters Stall	<ul style="list-style-type: none"> ➤ Applicant will need to propose at least two (2) different types of Maltese platters to be served during Mnarja 2023; ➤ Each platter is to be composed of at least a variety of six (6) different food products such as dips, local cheese, local sausage and cured meats, local olives, galletti, local fruit, ħelwa tat-tork etc; ➤ It is important that all food is locally sourced and produced - necessary checks will be made by MAFA to ensure compliance; ➤ Presentation of both stall and food is very important. 	<p style="text-align: center;">2.5m x 2m</p> <p style="text-align: center;">Wooden stall to be provided by MAFA</p>	€750.00
2	Wine Bar	<ul style="list-style-type: none"> ➤ The Applicant will only be allowed to sell local wine; ➤ Applicant will need to offer at least eight (8) different types of wines as follows: <ul style="list-style-type: none"> - Three (3) different local white wines; - Three (3) different local red wines; - One (1) local rose' wine; - One (1) local sparkling wine; ➤ Atleast four (4) out of the eight (8) local wines will need to be certified 'DOK Malta', 'DOK Gozo' and/or 'IGT Maltese Islands' wines. Refer to https://winesofmalta.gov.mt/ ➤ All wines should be properly chilled and served. 	<p style="text-align: center;">2.5m x 2m</p> <p style="text-align: center;">Wooden stall to be provided by MAFA</p>	€750.00

**ANNEX 2
APPLICATION FORM AND DECLARATION**

EXPRESSION OF INTEREST

**FOR THE PROVISION OF A MALTESE PLATTERS STALL
AND WINE BAR DURING MNARJA 2023**

Name	
Surname	
Address	
ID Card Number	
Mobile Number	
Email Address	
VAT Number	
Name of Company (if applicable)	
Company Number (if applicable)	

DECLARATION

I / We hereby agree to all the terms and conditions stipulated in the EXPRESSION OF INTEREST FOR THE PROVISION OF A WINE BAR AND A MALTESE PLATTERS STALL DURING MNARJA 2023 listed in this document.

I / We hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016 – Exclusion Grounds.

I / We declare that no subcontracting in connection with this Expression of Interest shall take place unless prior written consent of the Contracting Authority is obtained. I shall be solely responsible for the execution of the contract and for the delivery of service as requested by the Contracting Authority in accordance with the terms and conditions of this Expression of Interest. The Contracting Authority reserves the right to request additional documentation and justification for subcontracting requests and

may at its discretion accept or reject such requests.

As an applicant, I / We shall pay the Awardee Fee to MAFA once it has been accepted, within five (5) working days of the notification of acceptance. If payment is not affected in the stipulated date and time, the contracting authority reserves the right to disqualify the offer and award the stall to another applicant.

I / We bind myself / ourselves to be responsible for the allocated area and shall not assign this area to a third party not mentioned in the application, to take over in my / our name or in the name of my / our company.

I /We accept these conditions in their totality according to the organisers as stipulated.

I / We declare that all information and documentation submitted as part of this Expression of Interest are true and correct. The application shall be declared null if after any information provided is incorrect, falsified and not verified. The Contracting Authority reserves the right to instigate legal proceedings against the applicant in case of submission of false declarations and documentation.

I / We hereby agree to submit the application form and list of items to be sold as well as price lists.

Name and Surname of Applicant (block letters)

Signature of Applicant:

Date:

—

**ANNEX 3
FINANCIAL BID**

Lot	Stall/Bar	Minimum Stall/Bar Requirements	Area	Minimum Offer (Exc VAT)
1	Maltese Platters Stall	<ul style="list-style-type: none"> ➤ Applicant will need to propose at least two (2) different types of Maltese platters to be served during Mnarja 2023; ➤ Each platter is to consist of at least a variety of six (6) different food products such as dips, local cheese, local sausage and cured meats, local olives, galletti, local fruit, ħelwa tat-tork etc; ➤ It is important that all food is locally sourced and produced- necessary checks will be made by MAFA to ensure compliance; ➤ Presentation of both stall and food is very important. 	2.5m x 2m Wooden stall to be provided by MAFA	€
2	Wine Bar	<ul style="list-style-type: none"> ➤ The Applicant will only be allowed to sell local wine; ➤ Applicant will need to offer at least eight (8) different types of wines as follows: <ul style="list-style-type: none"> - Three (3) different local white wines; - Three (3) different local red wines; - One (1) local rose' wine; - One (1) local sparkling wine; ➤ Atleast four (4) out of the eight (8) local wines will need to be certified 'DOK Malta', 'DOK Gozo' and/or 'IGT Maltese Islands' wines. Refer to https://winesofmalta.gov.mt/ ➤ All wines should be properly chilled and served. 	2.5m x 2m Wooden stall to be provided by MAFA	€

ANNEX 4

VARIETY OF MALTESE PLATTERS FOR SALE WITH LIST OF PRICES

Platters	To consist of (list what will be in the platter)	Price of platters during Mnarja 2023
Platter Variety 1		
Platter Variety 2		

ANNEX 5

LIST OF LOCAL WINES FOR SALE WITH LIST OF PRICES

Wine Type	Name of wine*	Price of per wine glass (175ml) during Mnarja 2023
Local White Wine 1		
Local White Wine 2		
Local White Wine 3		
Local Red Wine 1		
Local Red Wine 2		
Local Red Wine 3		
Local Rose' Wine 4		
Local Sparkling Wine		

**At least four (4) out of the eight (8) local wines will need to be certified 'DOK Malta', 'DOK Gozo' and/or 'IGT Maltese Islands' wines. Refer to <https://winesofmalta.gov.mt/>.*

**ANNEX 6
CHECKLIST**

The applicant confirms that he/she has submitted the following as part of the application form:

Mark as applicable:

- Application Form and Declaration (Annex 2)
- Financial Bid (Annex 3)
- Variety of Maltese platters for sale with pricelist (Annex 4)
- List of local wines for sale with pricelist (Annex 5)
- Food Handling Certificate
- This Checklist

Signature:

Date: